



October 9 , 2024
Regular Board Meeting
Supporting Documents

August 14 , 2024

Minutes

CITY OF LOS ANGELES
CALIFORNIA

**Neighborhood Council
Governing Board Officers:**

President Dena Weiss
Vice President Tracey Rosen
Secretary, Karen DiBiase
Treasurer, Heath Kline
Parliamentarian, Don Patterson



200 N. Spring Street Los
Angeles, CA 90012

WOODLAND HILLS
WARNER CENTER
NEIGHBORHOOD COUNCIL

Email: NCsupport@lacity.org
Website: www.empowerla.org

MINUTES
Regular Full Board Meeting

BY ZOOM
August 14, 2024
6:30 p.m.- 09:00 p.m.
VIRTUAL BOARD MEETING

Zoom Meeting Online or By Telephone
Please click the link below to join the webinar:
[https://us02web.zoom.us/j/964 9371 2127](https://us02web.zoom.us/j/96493712127)
Or Dial (669) 900-6833 to Join the Meeting
Code is 964 9371 2127 and Press #

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Karen DiBiase, Secretaria, al 818-639-9444 o por correo electrónico www.whcouncil.org para avisar al Concejo Vecinal.

IN CONFORMITY WITH THE OCTOBER 6, 2023 ENACTMENT OF CALIFORNIA SENATE BILL 411 (PORTANTINO) AND LA CITY COUNCIL APPROVAL ON NOVEMBER 1, 2023, THIS WOODLAND HILLS WARNER CENTER NEIGHBORHOOD COUNCIL COMMITTEE MEETING WILL BE AVAILABLE VIRTUALLY.

Every person wishing to address the Committee must enter the meeting via the above Zoom link or dial (669) 900-6833 and enter 964 9371 2127 and then press # to join the meeting. When prompted by the presiding officer, to provide public input at the Meeting of the Woodland Hills – Warner Center Neighborhood Council [WHWCNC] meeting, the public will be requested to dial *9 by phone or use the Raise Hand option on Zoom, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered.

Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction

will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future WHWCNC Board or Board meeting. Public comment is limited to 1 minute per speaker, unless adjusted by the presiding officer of the Board.

SB 411 Updates:

In the event of a disruption that prevents the Board from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the Board control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the Board shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the Board from broadcasting the meeting may be challenged pursuant to Section 54960.1.

The Board shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the Board and offer comments in real time.

Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the Board, which requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(i) If the Board provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph h to provide public comment until that timed public comment period has elapsed.

(ii) If the Board does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (D), or otherwise be recognized for the purpose of providing public comment.

(iii) If the Board provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.

Board Members:

Area 1 - Karen DiBiase, Geoffrey Hobson, Shelly Schwartz, Reina Cerros-McCaughey

Area 2 – Julian Tu, Peter Haber, Masha Dowell

Area 3 – Tracey Rosen, Dean Mathew, Harout Z. Aristakessian, Jayce Baron

Area 4 – Don Patterson, Martin Lipkin, Dena Weiss

Area 5 –Julie Waltrip, Steve Sommers

Area 6 –William Barnett, Heath Kline

Area 7 – Kate Kennedy, Joyce Fletcher, Rosaleen O’Sullivan

At-Large – August Steurer, Vacant Seat for Alternate

Youth Member – Vacant seat

AGENDA

Call to Order – *Dena Weiss, 6:33pm*

Pledge of Allegiance – *Heath Kline*

Roll Call – *Karen DiBiase*

Quorum at time of meeting called to order: 20

Present: Karen DiBiase, Geoffrey Hobson, Shelley Schwartz, Reina Cerros-McCaughey, Julian Tu, Masha Dowell, Peter Haber, Tracey Rosen, Harout Aristakessian, Jayce Baron, Don Patterson, Martin Lipkin, Dena Weiss, Steve Sommers, Julie Waltrip, Bill Barnett, Heath Kline, Kate Kennedy, Rosaleen O'Sullivan, August Steurer

Absent: Dean Matthew, Joyce Fletcher

Public Announcements:

Office of Councilmember Bob Blumenfield – if available, *none*

Office of LA Mayor Karen Bass – *David Bright, West Valley Area Rep for CD3+CD12*

1) *Homeless count: Unhoused count has decreased 10%, and overall homeless has decreased 2%*

2) *Valley Fall Summit is coming up*

Office of LA County Supervisor for Third District, Lindsey Horvath – *Daniell Vicente, West Valley Field*

1) *The Emergency Directive on homelessness has caused an increase of people to be placed in housing.*

Empower LA – *Prabhjot Chamber, DONE Rep for WHWCNC*

1) *Congress of Neighborhoods is coming on Saturday, 9-28-24.*

General Public Comment, by the Public, on Non-Agenda Items:

General Public Comment is limited to (2) minutes per speaker and 10 minutes total due to limited timing at the fire station venue.

- 1) *Glenn Bailey/Mihran Kalaydjian-NC Budget Advocate, various committees can be joined to learn about how the budget works+resources available.*

I. Organization, Operation, Policies, & Procedures:

All comment is limited to 1 minute per speaker, unless adjusted by the presiding officer of the Board.

Time limits set for each agenda item may be adjusted by the presiding officer of the Board. Time limits may vary so the public is encouraged to join the meeting several minutes PRIOR to a specific agenda item being discussed.

A. Approval of Minutes: Board Meetings –Both the regular and special meetings held in July 2024.

[See posted support document](#)

Motion: Dena Weiss, Second: Heath Kline

Roll Call Vote for Minutes from Regular Board Meeting on July 10, 2024 (Approved as amended):

PASS Yes: 19 No: 0 Abstain: 0 Ineligible: 1 Total: 20

- **YES:** Karen DiBiase, Geoffrey Hobson, Shelley Schwartz, Julian Tu, Masha Dowell, Peter Haber, Tracey Rosen, Harout Aristakessian, Jayce Baron, Don Patterson, Martin Lipkin, Dena Weiss, Steve Sommers, Julie Waltrip, Bill Barnett, Heath Kline, Kate Kennedy, Rosaleen O’Sullivan, August Steurer
- **NO:**
- **ABSTAIN:**
- **INELIGIBLE:** Reina Cerros-McCaughey (Alt)

Note: Item#1: Revise “ME” to “MER”, and revise spelling of “Jace Baron” to “Jayce Baron” in the Roll Call Votes for all agenda items.

Roll Call Vote for Minutes from Special Board Meeting on July 29, 2024 (on Substitute Motion#2)

Original Motion: Dena Weiss, Second: Reina Cerros-McCaughey

Substitute Motion#1: Martin Lipkin, Second: Shelley Schwartz

Substitute Motion#1: Table vote for discussion at Governance Committee meeting

Substitute Motion#2: August Steurer, Second: Heath Kline

Substitute Motion#2: Revise wording on Substitute Motion#1 from “Table” to “Refer” to Governance Committee.

PASS Yes: 13 No: 1 Abstain: 5 Ineligible: 1 Total: 20

- **YES:** Geoffrey Hobson, Shelley Schwartz, Julian Tu, Masha Dowell, Peter Haber, Tracey Rosen, Martin Lipkin, Dena Weiss, Steve Sommers, Bill Barnett, Heath Kline, Kate Kennedy, Rosaleen O’Sullivan
- **NO:** Don Patterson
- **ABSTAIN:** Karen DiBiase, Harout Aristakessian, Jayce Baron, Julie Waltrip,
- August Steurer
- **INELIGIBLE:** Reina Cerros-McCaughey (Alt)

B. Officer Reports

President – Dena Weiss, Month’s theme: “Tolerance”. An ability and willingness to try something that you may not agree with. We should come together and tolerate each other to move ahead with our community. Listen to our differences of opinion and diversity.

Vice President – Tracey Rosen, Please post your committee minutes, when approved. The Outreach members can help

Treasurer – Heath Kline, Any funding issued will be given when we discuss the MER

Secretary -Karen DiBiase, We are 100% trained across the Board
Parliamentarian – Don Patterson, During our zoom meetings: Be on camera with your full name when voting.

2. Items for Discussion and Possible Action:

Item No. 1
Heath Kline, Treasurer
(24-067) Approval of MER for July 2024

For discussion and possible action

Motion for the Board to approve the July 2024 Monthly Expense Report (MER).
See posted **July MER** [15 pages] included in supporting documents via the Board Calendar Event post.

Roll Call Vote

- PASS** *Yes: 19* *No: 0* *Abstain: 0* *Ineligible: 1* *Total: 20*
- *YES: Karen DiBiase, Geoffrey Hobson, Shelley Schwartz, Julian Tu, Masha Dowell, Peter Haber, Tracey Rosen, Harout Aristakessian, Jayce Baron, Don Patterson, Martin Lipkin, Dena Weiss, Steve Sommers, Julie Waltrip, Bill Barnett, Heath Kline, Kate Kennedy, Rosaleen O’Sullivan, August Steurer*
 - *NO:*
 - *ABSTAIN:*
 - *INELIGIBLE: Reina Cerros-McCaughey (Alt)*

Item No. 2
Heath Kline, Treasurer
(24-068) Budget Update for Receipt of Rollover Funds & Their Allocation

For discussion and possible action

Whereas, The City Clerk has completed their reconciliation of our board spending for the last 2023-24 FY and concluded that:

1. Our records were accurate, and
2. We had \$4,555.64 in unspent funds [see line 125 of the attached budget], which by provisions of the Mayor's City FY24-25 Budget and vote of the City Council is being made available for us to spend this FY in addition to our base \$32,000 annual funding [line 9]; and

Whereas, StorQuest, the provider of our NC storage unit, has increased our monthly rent and insurance cost from \$271 to \$310 per month effective August 1, 2024, an increase of \$429 for the balance of the FY that exceeds what we have initially budgeted for by \$400.00 [line 21].

Therefore, the Treasurer is directed to use and file a new updated budget with City Clerk:

1. Increasing our FY24-25 Total Budget from \$32,000 to \$36,555.64 [line 15];

2. Allocating \$400 more to the StorQuest subcategory [line 21] in the Office/Operational Expenditures Category; and
3. Allocating the remaining \$4,155.64 in Rollover funds to the General Outreach (not yet allocated) subcategory [line 73] of our Outreach Budget Category, maintaining our required balanced budget [lines 113 through 126].

See **WHWCNC FY2024-2025 Budget Allocation & Spending Through 8/14/24** in Supporting Documents [1 page].

Roll Call Vote

PASS *Yes: 19* *No: 0* *Abstain: 0* *Ineligible: 1* *Total: 20*

- *YES: Karen DiBiase, Geoffrey Hobson, Shelley Schwartz, Julian Tu, Masha Dowell, Peter Haber, Tracey Rosen, Harout Aristakessian, Jayce Baron, Don Patterson, Martin Lipkin, Dena Weiss, Steve Sommers, Julie Waltrip, Bill Barnett, Heath Kline, Kate Kennedy, Rosaleen O'Sullivan, August Steurer*
- *NO:*
- *ABSTAIN:*
- *INELIGIBLE: Reina Cerros-McCaughey (Alt)*

Item No. 3

WHIP Co-Chairs, August Steurer & Heath Kline

(24-069) Motion to Contribute \$500 in Funding to the Sept. 28, 2024, NC Congress of Neighborhoods

For discussion and possible action

Whereas, The 2024 Congress of Neighborhoods will take place Saturday, September 28, at Los Angeles City Hall, and:

1. The Congress is an annual event put on and paid for by NCs across the City.
2. The event welcomes all NC members and stakeholders (who have pre-registered) to a day of learning and connecting with fellow NC members, City elected officials, department managers, and staffers (the ones who get things done).
3. Attendees will be able to attend workshops [last year's program: <https://www.neighborhoodcongress.la/con23>] put on by subject matter experts from experienced NC board members, City staff at all levels, and outside experts on a range of topics of interest to NC members.
4. The Congress is the place to get your questions answered by the people who know and make collaborative connections with fellow NC members and City staff charged with dealing with your areas of interest.
5. The costs of putting on the event (operating City Hall on a Saturday, lunch and refreshments, collateral materials, etc.) are borne by NCs.

- The WHWCNC has a tradition of board member attendance and investing in and contributing to hosting the Congress because of the value our attendees bring back to our board and the Woodland Hills - Warner Center community.

Therefore, the WHIP committee recommends to the board:

- They attend this year's Congress, and
- Pass a Motion to contribute \$500.00 from this year’s Budget; Outreach Category [line 44] in funding for the 2024 Congress of Neighborhoods, and
- The Funding Officers are directed to complete and submit the City Clerk’s **NC Funding Contribution Form** [for the] **Congress of Neighborhoods Special Account** to affect this transfer [1 page].

WHIP Committee Vote: Yes: 3 (Kline, Steurer, Williams) Absent: 2 (Haber, Waltrip)

Roll Call Vote

PASS *Yes: 17* *No: 2* *Abstain: 0* *Ineligible: 1* *Total: 20*

- *YES: Karen DiBiase, Geoffrey Hobson, Shelley Schwartz, Julian Tu, Masha Dowell, Tracey Rosen, Harout Aristakessian, Jayce Baron, Don Patterson, Martin Lipkin, Dena Weiss, Steve Sommers, Bill Barnett, Heath Kline, Kate Kennedy, Rosaleen O’Sullivan, August Steurer*
- *NO: Peter Haber, Julie Waltrip*
- *ABSTAIN:*
- *INELIGIBLE: Reina Cerros-McCaughey (Alt)*

Item No. 4 PLUM Committee - Don Patterson and Marty Lipkin, Co-Chairs

(24-070) DIR-2024-700-DRB-SPPC-HCA and ENV-2024-701
22025 W San Miguel Street, Woodland Hills, 91364

For discussion and possible action

Motion to approve a PLUM recommendation for Case Nos: DIR-2024-700-DRB-SPPC-HCA and ENV-2024-701 for a remodel/new house construction located at 22025 W San Miguel Street, Woodland Hills, 91364 in a R1-1 zone. The original one-story 828 sq. ft. home was built in 1949 and is within the Specific Plan: Mulholland Scenic Parkway (Outer Corridor) General Plan Land Use - Low Residential with a total lot area of 6,254 sq ft, located south of Ventura Blvd. and west of Topanga Blvd.

Project Descriptions(s): Pursuant to LAMC 11.5.7 and 16.50, a major project compliance with design review within the Mulholland Scenic Parkway Specific Plan for remodeling and a second story addition to existing single story, single-family detached home. Demolition of partial carport, new trellis/wall added, a new pool, a new front porch, balconies and attached ADU. Remodel includes demolition of various existing structures. Includes exterior renovation and alteration.

PLUM Recommendation:

As pertaining to *Case DIR-2024-700-DRB-SPP-MSP and ENV-2024-70*. The application requests approval for partial demolition of an 828 sq. ft. one story house for construction of a 2,950 sq ft two-story house.

Application includes demolition of partial carport with addition of a new trellis and wall added to remaining carport. Construction of a new pool, a new front porch, a second story balcony and attached ADU. The new construction equals about 2,153 square feet. Remodeling/construction includes demolition of various existing structures and includes exterior renovation and alteration.

Having held (1) case leader onsite meeting and (2) public teleconference PLUM Committee meetings for the application for a project compliance review, at 22025 W San Miguel Street, Woodland Hills, CA 91364, for remodeling and additional construction to existing single story, single-family detached home the WHWCNC PLUM Committee recommends the following:

The Mulholland Design Review Board further review the following concerns and possible issues to ensure the application is in full compliance with the Mulholland Scenic Corridor Specific Plan.

- **Size of the house.** Is this a remodel or total new construction of a new home?

There are questions about the exact total square feet of original home plus new construction.

Building area (existing (1) story house= 828/sf

(new 2-story addition) = 1,789

(new ADU) = 362/sf= total new structure

= 2,979/sf (0.47 FAR) vs 2,153/sf on application.

- **Height.** The height of the house is of concern, as all the houses on the street are small one-story houses with the exception of one existing two-story house. The proposed house is several feet taller than the existing two-story house. Is the applicant under the max height requirement and the applicant should show dimensions on sections & elevations.
- **On-site parking-one car garage.** The project provides only one, one-car garage to accommodate a large two-story family home with an additional ADU. The project assumes persons living or working or visiting the site will always park on the residential street.
- **Flat roof over carport.** Existing (1) car carport will be converted into new (1) car garage while maintaining the 4'-0" side yard set back with a 2nd floor flat roof addition. Concerns of that the second story flat roof will eventually be converted to an outdoor deck which could create noise and infringe on the privacy and quality of life of the neighbors.
- **Exterior washer and dryer room on first floor.** The washer and dryer is enclosed in a small room that opens to the outside of the home and faces the house next door. Concerns about noise from the washer and dryer affecting the peace and quiet of the next-door neighbor.
- Applicant should show dimension (site plan, sections & elevations) regarding all side yard setbacks (please show on drawings)
- Applicant should show the demo walls on the floor plan with shaded areas to verify the total amount of remodeling vs. new *50% threshold for new building compliance. (not called a remodel)
- Applicant to label planting around pool equipment for sound buffer at rear yard (per landscape plan)
- Applicant to comply with LID (low impact development) requirements per new code of 2,500/sf or less (if applicable for this project)
- Applicant shows proof of sent notification of project to all homes within the one hundred feet radius of the site and provides all responses from the neighbors.

The PLUM Committee also finds the following:

- The overall design is a 2-story modern style with steep sloping roofs & flat roof and balcony's mixture along with tall modern windows & glass doors.
- The landscape/hardscape plan shows new permeable pavers for driveway and side yard pedestrian access. The entry pavers are spaces with landscape grout lines and miscellaneous planting. The rear yard has a new pool and spa, with open beam patio trellis and IPE wood decking. All side yards have slender row of consistent planting to screen and contain privacy for the applicants.
- The general designs and floor area are compliant with current codes.
- The new Attached ADU is complaint with new State & Local ADU codes
- The architectural flavor is a modern design and compatible with new buildings within the general neighborhood (Contemporary Architecture)

THEREFORE, IT IS HEREBY RESOLVED, that the Planning, Land Use and Mobility Committee finds that the submitted application for remodel/new construction of a 2-story single family dwelling at 22025 San Miguel Street receive the **support** of the Board of the Woodland Hills-Warner Center Neighborhood Council contingent upon the following condition:

Condition:

1. The Mulholland Design Review Board verifies project compliance per all local, city and state requirements and as defined in the Mulholland Specific Plan and applicant submits proof of compliance with all required changes prior to final approval by the City.

Furthermore, the Planning, Land Use and Mobility Committee recommends that the Board of the Woodland Hills-Warner Center Neighborhood Council advise the City of Los Angeles Planning Department, the Mulholland Design Review Board, and Council District 3 Councilmember Bob Blumenfield of its findings, and its subsequent **support** recommendation for this application as presented on July 18, 2024

PLUM Vote: Motion: Joyce Fletcher, Second: Matt Richman

Vote: Aye 8 Nay 0 Abstain 1

Roll Call Vote

PASS Yes: 19 No: 0 Abstain: 0 Ineligible: 1 Total: 20

- YES: Karen DiBiase, Geoffrey Hobson, Shelley Schwartz, Julian Tu, Masha Dowell, Peter Haber, Tracey Rosen, Harout Aristakessian, Jayce Baron, Don Patterson, Martin Lipkin, Dena Weiss, Steve Sommers, Julie Waltrip, Bill Barnett, Heath Kline, Kate Kennedy, Rosaleen O'Sullivan, August Steurer
- NO:
- ABSTAIN:
- INELIGIBLE: Reina Cerros-McCaughey (Alt)

Item No. 5 Community Outreach Committee – Tracey Rosen, Chair

(24-071) Motion to Approve the Creation of an Official WHWCNC YouTube Channel

For discussion and possible action

The Outreach Committee recommends the creation of an official Woodland Hills – Warner Center Neighborhood Council YouTube Channel which will be shared via social media and linked to the WHWCNC website. The Outreach Committee will create a content strategy, oversee the development of videos, and upload a minimum of one video per week to educate stakeholders about the Neighborhood Council, our activities, local happenings, and increase engagement.

Outreach Committee Vote on July 22, 2024:

- Tracey Rosen made the motion and Masha Dowell seconded
- YES: Tracey Rosen, Masha Dowell, Kate Kennedy, Steve Sommers
- NO: 0
- ABSENT: Harout Aristakessian, Joyce Fletcher

Roll Call Vote (on Substitute Motion#1)

Original Motion: Tracey Rosen, Second: Harout Aristakessian

Substitute Motion#1: Tracey Rosen, Second: Jayce Baron

Substitute Motion#1: Revise wording from “Minimum” to “Approximately” one video per week

PASS Yes: 19 No: 0 Abstain: 0 Ineligible: 1 Total: 20

- **YES:** Karen DiBiase, Geoffrey Hobson, Shelley Schwartz, Julian Tu, Masha Dowell, Peter Haber, Tracey Rosen, Harout Aristakessian, Jayce Baron, Don Patterson, Martin Lipkin, Dena Weiss, Steve Sommers, Julie Waltrip, Bill Barnett, Heath Kline, Kate Kennedy, Rosaleen O’Sullivan, August Steurer
- **NO:**
- **ABSTAIN:**
- **INELIGIBLE:** Reina Cerros-McCaughey (Alt)

Item No. 6 Dena Weiss, President

(24-072) Amendment of Article X Section 4 of Bylaws

For discussion and possible action

EmpowerLA has invited Neighborhood Councils to amend Article X section 4. That Article in the WHWCNC Bylaws currently states:

Section 4: Method of Verifying Stakeholder Status

Candidates and Voters will verify their Stakeholder status by providing acceptable documentation submitted and

verified by the office of the City Clerk.

The EmpowerLA message is provided in supporting documents, but it states:

“Over the past two months, many board members have expressed concerns that the process of receiving and returning a ballot involves too many steps, and may discourage participation. As a reminder, Neighborhood Councils can use one of two stakeholder verification methods: Self-Affirmation or Documentation.

<i>Self Affirmation</i>	<i>Documentation</i>
<ul style="list-style-type: none">• <i>Requires voters to affirm, under penalty of perjury, that they are eligible to vote in the Neighborhood Councils election</i>• <i>Does not require documentation to support eligibility</i>	<ul style="list-style-type: none">• <i>Requires voters to submit identification and documentation to support their eligibility</i>• <i>Documentation can include, but is not limited to, Consular ID cards, driver's license, passport, utility bill, school ID, proof of membership to a nonprofit, etc.</i>• <i>Stakeholder must provide proof of their stakeholder status before receiving a ballot</i>

The definition of your stakeholder verification method can be found in Article X Section 4 of your Neighborhood Council's bylaws.

Stakeholder verification through Documentation has raised concerns for stakeholders who may be uneasy about presenting their identification to a City entity. We understand these concerns and are committed to supporting efforts that enhance engagement and voter participation.

*In response, EmpowerLA invites Neighborhood Councils who may wish to change their stakeholder verification method through a **limited amendment to Article X Section 4 of your Neighborhood Council bylaws**. This adjustment may provide a more comfortable process for stakeholders in your community. Because any changes to stakeholder verification methods impact Neighborhood Council election voting ballot models, any changes must be completed **no later than Monday September 30, 2024, per the City Clerk Elections Division**.*

If you would like to amend Article X Section 4 of your Neighborhood Council bylaw, please follow the steps below no later than Monday, September 30, 2024:

- 1. Agendize a motion at an upcoming board meeting to submit a to change your stakeholder verification method.*
- 2. If the motion passes, submit a [bylaws amendment application form](#) to ncsupport@lacity.org.*
- 3. Your Neighborhood Empowerment Advocate (NEA) will follow up with the amended bylaws, incorporating the change to Article X Section 4.*

*It is important to note that we will only be accepting amendments to this specific section of the bylaws. **No other bylaw amendments will be accepted until after the 2025 election.***

While this change is not mandatory, this is a reminder that your board may decide how you would like to define your stakeholder verification with the option to make this bylaw amendment (Article X, Section 4) should your Neighborhood Council choose ahead of the 2025 elections. If you have any questions or need further assistance, please do not hesitate to reach out to your NEA.”

Motion for the Board to decide whether to amend Article X Section 4, and if so, whether to endorse self-affirmation or continue with the requirement of submission of correct documentation to the City.

Original Motion: *Dena Weiss (Discussion only, no vote taken on Item#6)*

Item No. 7 Dena Weiss, President
(24-073) September Board Meeting Date

For discussion and possible action

President Weiss will be out of the Country starting September 6, followed by work in New York. She will be gone for most of September. Vice President Rosen will also be out of the country for the first part of September. Neither one will be able to chair a September 11, 2024, Board meeting.

There are two choices: The Board meeting can be chaired by Weiss a week earlier on September 4, or we can postpone meeting in September and resume in October.

Motion to invite the Board to choose which option it prefers.

Roll Call Vote (on Substitute Motion#1)

Original Motion: *Dena Weiss (Discussion only)*

Substitute Motion#1: *Heath Kline, Second: Don Patterson*

Substitute Motion#1: *Cancel the WHWCNC Full Board Meeting on 9-11-24 and hold a “Special” meeting, if necessary*

PASS Yes: 18 No: 0 Abstain: 1 Ineligible: 1 Total: 20

- **YES:** *Karen DiBiase, Geoffrey Hobson, Shelley Schwartz, Julian Tu, Masha Dowell, Peter Haber, Tracey Rosen, Harout Aristakessian, Jayce Baron, Don Patterson, Martin Lipkin, Steve Sommers, Julie Waltrip, Bill Barnett, Heath Kline, Kate Kennedy, Rosaleen O’Sullivan, August Steurer*

- *NO:*
- *ABSTAIN: Dena Weiss*
- *INELIGIBLE: Reina Cerros-McCaughey (Alt)*

Committee Reports,

Arts and Culture Committee – Masha Dowell, Chair, *Held 1st meeting on 7-11-23*

Budget Committee – Heath Kline, Chair, *Suggest invoice Heath to committee meeting for support on NPG paperwork*

Community Services Committee – Joyce Fletcher, Chair, *Absent*

Community Outreach Committee – Tracey Rosen, Chair, *Sent emails to committee chairs regarding posting on NC Website Outreach@WHcouncil.org*

Education and Youth Committee – Julie Waltrip, Chair, *School has started, Open to discuss offering NPG's to schools not previously receiving a NPG*

Environmental & Beautification Committee – Karen DiBiase, Chair, *1st Saturday Community Cleanup was on corner of Victory/Winnetka/Pierce College. We collected 21 bags. Please join us next time.*

Governance Committee – Dena Weiss, Chair

Governmental Relations – Reina Cerros-McCaughey, Chair, *New committee chair*

Public Health and Homelessness Committee – Jayce Baron, Chair, *New committee chair, 1st meeting will be on 8-27-24*

Public Safety and Transportation – Julie Waltrip, Chair, *Looking for new co-chair*

PLUM Committee – Don Patterson and Marty Lipkin, Co-Chairs, *Not very busy this month, waiting for new zoning code to be finalized*

WHIP Committee – August Steurer and Heath Kline, Co-Chairs

Ad Hoc Committees:

Technology – Masch Dowell, Chair

Standing Rules review – Heath Kline and August Steurer, Co-Chairs

Area Reports

Area 1 - Karen DiBiase, Geoffrey Hobson, Shelly Schwartz, Reina Cerros-McCaughey, *Area 1 cleanup on Victory/Winnetka/Pierce College was successful. Reminder that we have 2 last Concerts at the Park and will need volunteers at the booth.*

Area 2 – Julian Tu, Peter Haber, Masha Dowell, *Catalina Yacht site will become a new film studio. The WH Country Club had a robbery and our new SLO was quick to respond and send updates! Brittany Gutierrez is doing a great job.*

Area 3 – Tracey Rosen, Dean Mathew, Harout Z. Aristakessian, Jayce Baron, *Growing encampment at BofA/In-N-Out future site. Seth Samuels said a cleanup is scheduled in next 2 weeks. Farmers market is every Saturday on Shoup, lot so of local vendors*

Area 4 – Don Patterson, Martin Lipkin, Dena Weiss, *Working to get new ordinances regarding RV parking on Valley Circle Blvd.*

Area 5 – Julie Waltrip, Steve Sommers, *The new Self Storage site on Ventura Blvd has now been cleared. Be aware that coyotes are in the neighborhood, keep pets inside and safe. Recent earthquakes=get to know your neighbors!*

Area 6 – William Barnett, Heath Kline, *Need to get State rep out to do brush clearance on the hillsides*

Area 7 – Kate Kennedy, Joyce Fletcher, Rosaleen O'Sullivan

Adjournment of Meeting: 9:29pm

Minutes submitted by Karen DiBiase, Secretary

The next Regular Board meeting will be held in person in September 2024, date depending on vote in tonight's agenda, once more at the Fire Station #84, unless otherwise indicated. Please visit the calendar page at whcouncil.org for the complete details and to confirm the date and time.

Meeting dates for the 2024-2025 year: Full Board meetings are held the second Wednesday of every month at 6:30 p.m. Check the NC website calendar for a complete list of committee and board meetings. Meeting dates and times are subject to change. Check the NC calendar for updated meeting schedules.

***THE AMERICAN WITH DISABILITIES ACT** - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate based on disability and, upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure the availability of services, please make your request at least 3 business days (72 hours) before the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org.

***PUBLIC ACCESS OF RECORDS** – In compliance with Government Code section 54957.5, non- exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: www.whcouncil.org or at the scheduled meeting. In addition, if you would like a copy of any record, if available, related to an item on the agenda, please contact the President and / or Dena Weiss, at email address d.weiss@whcouncil.org.

***PUBLIC POSTING OF AGENDAS** – agendas are posted for public review as follows:

- www.whcouncil.org and go to the website Calendar page and click on the date – Board meetings are held on the second Wednesday of each month. Check the calendar for any change of meeting date and/or time.
- You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions>

A copy of this agenda is also physically posted in the plexiglass case fixed to the front door of the Firestation 84 located at 21050 Burbank Blvd., Woodland Hills, CA, 91367

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- ***RECONSIDERATION AND GRIEVANCE PROCESS** - For information on the WHWCNC process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the WHWCNC Bylaws. The Bylaws are available at our website at www.whcouncil.org
- **SERVICIOS DE TRADUCCIÓN** - Si requiere servicios de traducción, favor de avisar al Concejo Vecinal

3 días de trabajo (72 horas) antes del evento. Por favor contacte a Dena Weiss al d.weiss@whcouncil.org o por correo electrónico avisar al Concejo Vecinal.

- Notice to Paid Representatives - If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978- 1960 or ethics.commission@lacity.org.

Item No.1

Approval of MER

August 2024

Monthly Expenditure Report



Reporting Month: August 2024

Budget Fiscal Year: 2024-2025

NC Name: Woodland Hills-Warner
Center Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$36171.75	\$511.30	\$35660.45	\$500.00	\$0.00	\$35160.45

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$31555.64	\$511.30	\$30660.45	\$500.00	\$30160.45
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$5000.00	\$0.00	\$5000.00	\$0.00	\$5000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$383.89	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	PY STORQUEST - WOODLA	08/01/2024	August Rent for NC storage unit. (Note monthly price increase from \$271 to \$310 for rent & insurance)	General Operations Expenditure	Office	\$310.00
2	EIG CONSTANTCONTACT.CO	08/10/2024	Constant Contact SasS Mass Email Tool August Billing	General Operations Expenditure	Office	\$81.00
3	GRASSHOPPER.COM	08/13/2024	Grasshopper Virtual Phone System SaaS August Billing	General Operations Expenditure	Office	\$31.30
4	ELEGANTTHEMES.COM	08/30/2024	Annual renewal of website theme (background and layout of pages)	General Operations Expenditure	Office	\$89.00
Subtotal:						\$511.30

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	City of Los Angeles Congress of Neighborhoods - Event	08/21/2024	Motion to contribute \$500.00 from this year's Budget; Outreach Category [line 44] in funding for the 2024 Congress of Neighborhoods, and the Funding Officers are dire...	General Operations Expenditure	Office	\$500.00
Subtotal: Outstanding						\$500.00

Item No. 2
Approval of MER for
September 2024

Monthly Expenditure Report



Reporting Month: September 2024 Budget Fiscal Year: 2024-2025

**NC Name: Woodland Hills-Warner
Center Neighborhood Council**

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$35660.45	\$929.17	\$34731.28	\$0.00	\$0.00	\$34731.28

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$31555.64	\$929.17	\$29731.28	\$0.00	\$29731.28
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$5000.00	\$0.00	\$5000.00	\$0.00	\$5000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$895.19	

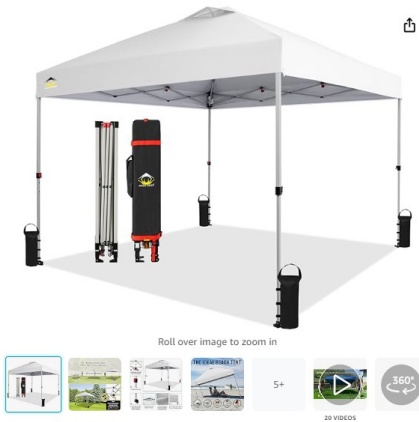
Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	PY STORQUEST - WOODLA	09/01/2024	Sept 24 monthly rental & insurance for NC storage unit	General Operations Expenditure	Office	\$310.00
2	EIG CONSTANTCONTACT.CO	09/10/2024	September billing for Constant Contact SaaS stakeholder email communication tool	General Operations Expenditure	Office	\$88.00
3	GRASSHOPPER.COM	09/13/2024	September billing for NC Grasshopper virtual phone system SaaS	General Operations Expenditure	Office	\$31.17
4	City of Los Angeles Congress of Neighborhoods - Event	08/21/2024	Motion to contribute \$500.00 from this year's Budget; Outreach Category [line 44] in funding for the 2024 Congress of Neighborhoods, and the Funding Officers are dire...	General Operations Expenditure	Office	\$500.00
Subtotal:						\$929.17

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
Subtotal: Outstanding						\$0.00

Item No. 5

Outreach Committee

**Motion to Approve Request for Up To \$200 for a New
Lightweight 10 ' x 10' Pop Up Tent**



CROWN SHADES 10x10 Pop Up Canopy - Beach Tent with One Push Setup - Easy Outdoor Sun Shade for Events, Parties, Camping - Gazebo with STO-N-Go Cover Bag, Silver Coated Top, White

Visit the CROWN SHADES Store
 4.6 ★★★★★ 9,896 ratings
 #1 Best Seller in Outdoor Canopies

1K+ bought in past month

-18% \$139⁹⁹
 List Price: \$469.99

Or \$24.13/mo (6 mo). Select from 2 plans

FREE Returns

Coupon: Apply \$10 coupon Shop items | Terms

Thank you for being a Prime member. Get \$150 off: Pay \$0.00 \$139.99 upon approval for Prime Visa.

Color: Silver-coated White



Size: **10x10**
 8x8 10x10 12x12 Extendable Legs

Brand CROWN SHADES
Material Steel
Style One Touch Instant Canopy
Product Dimensions 120"L x 120"W x 108"H
Item Weight 36 Pounds
Frame Material Alloy Steel
Water Resistance Level Water Resistant
Shape Square

Buy new: \$139⁹⁹

FREE Returns

FREE delivery **Wednesday, October 9**. Order within 17 hrs 44 mins. Details

Deliver to Andrew - Woodland Hills 91367

In Stock

Quantity: 1

Add to Cart

Buy Now

Ships from Crown Shade-2
 Sold by Crown Shade-2
 Returns 30-day refund/replacement

Customer service Crown Shade-2
 See more

Add a Protection Plan:
 2 Year Outdoor Furniture Protection Plan for \$24.99
 3 Year Outdoor Furniture Protection Plan for \$31.99
 Asurion Complete Protect: One plan covers all eligible past and future purchases (Renews Monthly Until Cancelled) for \$16.99/month

Save with Used - Like New \$81⁹⁹

Item No. 6

Outreach Committee

**Motion to Approve Request for Up To \$ 5,500 to Create
& Install 10 New Double Pole Street Banners**



V I S U A L

A3 Visual
(a AAA Flag & Banner company)
8955 National Blvd
Los Angeles, CA 90034
310-836-3200

TRANSACTION # **QTE324758**
DATE **8/21/2024**
EXPIRES **11/19/2024**
SALES TEAM **499 JEREMY TAGUE**

QUOTE

CUSTOMER C209891

WOODLAND HILLS/ WARNER CENTER NEIGHBORHOOD COUNCIL

PROJECT

New Pole Banner Program

PRIMARY CONTACT

Tracey Rosen
818-451-7781
t.rosen@whcouncil.org

DUE DATE

8/29/2024

SHIPPING METHOD

Installation - Los Angeles

PAYMENT TERMS

75% Deposit Required
Balance Net 30

BILL TO

WOODLAND HILLS/ WARNER CENTER NEIGHBORHOOD
COUNCIL
20929 VENTURA BLVD.
#47 - 535
WOODLAND HILLS CA 91364

SHIP TO

WOODLAND HILLS/ WARNER CENTER NEIGHBORHOOD
COUNCIL
20929 VENTURA BLVD.
#47 - 535
WOODLAND HILLS CA 91364

QTY			EACH	TOTAL
20	Description	Double Pole Banners (Graphic)	\$117.50	\$2,350.00 *
	Item	Pole Banner Graphic		
	Facing	Double Faced:		
		Different Art - 1 Ply		
	Size	36" W x 96" H		
	Layout	Portrait		
	Material	Vinyl - Block Out - White - 16oz		
	Process	Ultraviolet		
	Color Match	Print As Is		
	Finishings	Pole Pocket - Placement: Bottom, Top - Size: 3" Trim - Type: Trim Wind-Slits - Placement: Per L.A. Light Pole Requirements: (4) 6" semicircle wind slits per banner		
10	Description	Double Pole Banners (Hardware)	\$97.50	\$975.00 *
	Item	Double Pole Banner Display Hardware		
1	Description	Installing 10 doubles - Woodland Hills	\$750.00	\$750.00
	Item	Pole Banner Installation		
1	Description	Removing 10 doubles - Woodland Hills	\$700.00	\$700.00
	Item	Pole Banner Removal		
1	Description	Permit Processing	\$250.00	\$250.00 *
	Item	Miscellaneous Item		
1	Description	Permits - Likely Waived with Council Motion	\$0.00	\$0.00
	Item	Permit fees		
	Detail	Monthly rate		



A3 Visual
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8955 National Blvd
Los Angeles, CA 90034
310-836-3200

TRANSACTION # **QTE324758**
DATE **8/21/2024**

SUBTOTAL	\$5,025.00
EST. SHIPPING	TBD
TAX (9.5%)*	\$339.63
TOTAL	\$5,364.63
DEPOSIT DUE	\$4,023.47

**Shipping charges are not included, and will be billed at the time of invoice unless listed.
A surcharge of 3% will be applied to payments by credit card.**

IMPORTANT CLIENT REQUIREMENTS

- 1) APPROVE QUOTE ASAP
 - 2) SUBMIT ARTWORK IMMEDIATELY
 - 3) SUBMIT PAYMENT PER TERMS
 - 4) APPROVE PRINT PROOF ASAP
- PRODUCTION DOES NOT BEGIN UNTIL ALL THE ABOVE ITEMS HAVE BEEN COMPLETED
 - DELAYS CAN CAUSE ADDITIONAL RUSH FEES

Additional Notes and Disclaimers

Prices are ESTIMATES ONLY and subject to verification of details upon receipt of job.



A3 Visual
(a AAA Flag & Banner company)
8955 National Blvd
Los Angeles, CA 90034
310-836-3200

TRANSACTION # **QTE324758**
DATE **8/21/2024**

QUOTE AGREEMENT

I acknowledge that all items in the Quote are correct and that I have read this Quote Agreement and the Terms and Conditions affixed hereto. I am authorized by the Customer to agree, and by my signature the Customer agrees, to the Quote Agreement and to those Terms and Conditions, and to authorize A3 Visual (a AAA Flag & Banner company) to perform the work after A3 Visual receives the Customer's Approval of Artwork Proof. This Quote and accompanying Terms and Conditions, and any Change Orders, may be agreed to by use of original signatures, e-mail (pdf) signatures, or signatures sent via fax machine, or may be agreed to by text message or e-mail confirmation, or by telephone or verbal confirmation, and the Customer shall not later dispute or contest the authority of the Customer's signatory or of the Customer's agent (who enters into any of the aforementioned agreements by e-mail, fax machine, text message, telephone or verbal confirmation).

With regard to custom orders (not items in stock), the Customer acknowledges that to provide color accuracy, correct content and timely delivery, A3 Visual requires color callouts, a proof and timely approval of the Customer's artwork. A3 Visual cannot start production until after it receives the Customer's Approval of Artwork Proof. Normal production time is 3 to 5 business days after A3 Visual's receipt of the Customer's Approval of Artwork Proof. RUSH production will be subject to additional charges. RUSH production occurs when the Customer requests faster-than-normal production time, when the Customer delays in providing timely Approval of Artwork Proof resulting in faster-than-normal production time, or when situations or forces beyond A3 Visual's control require or cause faster-than-normal production time. Any delay in the timeliness of any Customer approvals or delivery of artwork or other requirements of the order will result in an equivalent delay in delivery of the order or, at A3 Visual's sole discretion, cancellation of the order due to insufficient time to produce or deliver the order.

If it becomes necessary for A3 Visual to employ an attorney or a collector to collect any outstanding balance due from Customer, including any accrued interest or finance charge, arising from or related to any goods or services provided by A3 Visual, the attorney's, collector's fees and costs for such services incurred by A3 Visual in the successful prosecution of such action shall be the responsibility of Customer, and A3 Visual shall be entitled to an award of all such fees and costs it incurred in prosecuting such action.

Date

Signature

Print Name



A3 Visual
(a AAA Flag & Banner company)
8955 National Blvd
Los Angeles, CA 90034
310-836-3200

TRANSACTION # **QTE324758**
DATE **8/21/2024**

TERMS AND CONDITIONS

1. **Acknowledgement and Agreement.** The Terms and Conditions set forth herein apply to any sale of goods or services by A3 Visual (a AAA Flag & Banner company) to Customer. By signing the Quote, Customer acknowledges that it has read, understands and agrees to these Terms and Conditions. In addition, by agreeing to place an order with A3 Visual, and by accepting the goods and services ordered from and supplied by A3 Visual, Customer shall be deemed to have full knowledge of the Terms and Conditions set forth herein, shall be deemed to have accepted all such Terms and Conditions without objection, and such Terms and Conditions shall be binding in all respects on Customer.
2. **Inconsistency and Modification.** In the event of any conflict or inconsistency between the Terms and Conditions set forth herein and any term or condition set forth in any Order or in any offer or other form issued by Customer, whether or not such offer or other form is accepted by A3 Visual, the Terms and Conditions set forth herein shall prevail. No waiver, alteration, or modification of the Terms and Conditions set forth herein shall be valid or binding on A3 Visual unless made in writing and signed by a duly authorized representative of A3 Visual.
3. **Variations.** Customer acknowledges that, due to differences in equipment, materials, inks and other conditions between color proofing and actual production operations, a reasonable variation in color, clarity, brightness, and tone may exist between the proofs provided to Customer and the completed, manufactured goods supplied by A3 Visual. Customer further acknowledges and agrees a variation in appearance from the Order submitted by Customer and from any sample provided by A3 Visual is expected and reasonable, is acceptable to Customer, and shall not be deemed to be non-conforming or defective.
4. **Site Survey and Indemnity.**

Site Survey: In order for A3 Visual to accomplish its work, A3 Visual might require a survey of the site prior to installation or delivery of the goods. The sole purpose of the survey will be for A3 Visual to assess the logistics of installation or delivery, not to assess any risks or hazards of injury or damage. Prior to the date of installation or delivery of the goods, the Customer shall advise A3 Visual in writing or e-mail of any risks or hazards, patent or latent, associated with the site, including but not limited to any structures or conditions on, below, or adjacent to the site ("Site Conditions"), and relating to the installation or delivery of the goods. At no time shall A3 Visual be responsible for the Site Conditions, for remediation of Site Conditions, or for notifying the Customer or third-parties of any Site Conditions.

Indemnity: To the extent permitted by law, Customer shall indemnify, defend, and hold harmless A3 Visual, its officers, agents, employees and servants from all allegations, proceedings, claims, suits or actions of every name, kind, description, brought for, or on account of, injuries to or death of any person or damage to property resulting from or relating to any Site Conditions, and relating to the installation or delivery of the goods.
5. **Permits and Authorizations.** Where and as applicable, Customer shall ultimately be responsible for obtaining all necessary permits and authorizations required for the delivery and/or installation of any goods provided by A3 Visual to Customer, and for maintaining such permits and authorizations in full force and effect. A3 Visual's performance shall be excused as a result of, and A3 Visual shall have no responsibility for, any delays arising or resulting from the failure to obtain or maintain such permits or authorizations.
6. **Delivery of Goods.** The goods will be delivered, Ex-Works, to the agreed upon A3 Visual's facility (Los Angeles, CA; San Francisco, CA; Miami, FL), and if the Customer desires that the goods be shipped to any other location, the Customer shall bear all cost and risks in shipment of the goods. A3 Visual shall not be responsible for shipping/ freight costs or for loss of or damage to goods, whether or not Customer chooses to insure the goods. Customer shall have the responsibility for pursuing any such claim against any carrier and if Customer has chosen to insure the goods, then Customer shall have responsibility for pursuing any claim under said insurance.
7. **Rental Hardware.** A3 Visual's rental hardware remains the property of A3 Visual. In the event of damage to or loss of rental hardware, A3 Visual reserves the right to charge for any repairs to, or replacement of, that rental hardware. Also, city light pole banner hardware is considered rental hardware and at the end of the term the pole banner hardware returns to A3 Visual. A3 Visual reserves the right to charge additional rental fees for pole banner hardware rentals exceeding 90 days.
8. **Cost Reimbursement. If A3 Visual's work, including site survey, site access, installation, or delivery of the goods, is delayed, restricted, obstructed or prevented for any reason, other than by A3 Visual's sole negligence and regardless of whether installation or delivery is by A3 Visual or third-party, then the Customer shall be responsible to pay or reimburse A3 Visual for all related expenses, including rental equipment, labor, materials, etc. , within thirty (30) days of presentment of proof of those costs.**



V I S U A L

A3 Visual

(a AAA Flag & Banner company)

8955 National Blvd
Los Angeles, CA 90034
310-836-3200

TRANSACTION # **QTE324758**

DATE **8/21/2024**

9. Inspection and Non-Conforming Goods. Customer shall promptly inspect all goods and services provided by A3 Visual and shall notify A3 Visual, in writing within two (2) days after delivery of any nonconformance, including a detailed explanation of the nonconformance, and, if applicable, a statement of intent to reject the nonconforming goods or services. A3 Visual shall have the right and opportunity to inspect, remedy, correct, or replace any nonconforming goods or services prior to any cancellation by Customer.
10. Payment Terms and Conditions. Unless otherwise set forth in writing, prepared and/or signed by A3 Visual; Clients who do not have approved terms shall be required to provide full payment at the time of order approval. Clients who have been approved for credit terms, are required to provide a 75% deposit with the balance due as per the net terms approved for that client. Additionally, any invoice past due from approved terms will be charged a late payment charge of one and a half percent (1.5%) per month, which is an annual rate of eighteen percent (18%). The late payment charge will be calculated on the balance shown on our statement as being past due and payable.
11. Actions or Proceedings to Enforce. If it becomes necessary for A3 Visual to employ an attorney or a collector to collect any outstanding balance due from Customer, including any accrued interest or finance charge, or to defend against any action brought by or on behalf of Customer against A3 Visual arising from or related to any goods or services provided by A3 Visual, the attorney's fees and costs for such services incurred by A3 Visual in the successful prosecution or defense of such action shall be the responsibility of customer, and A3 Visual shall be entitled to an award of all such attorney's fees and costs it incurred in prosecuting or defending such action.
12. **DISCLAIMER OF WARRANTIES. ALL GOODS AND SERVICES ARE PROVIDED "AS IS," WITHOUT WARRANTY OR REPRESENTATION OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTIES OF MERCHANTABILITY, CAPACITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT, AND ANY EXPRESS WARRANTIES BY REPRESENTATION, DESCRIPTION, OR OTHER AFFIRMATION OF FACT, SAMPLE, OR ILLUSTRATION, WHETHER ORAL, WRITTEN, OR CONTAINED IN ANY LETTER, BROCHURE, WEBSITE, IMAGE OR OTHER MEDIUM. A3 VISUAL DOES NOT WARRANT THE PERFORMANCE OR RESULTS OF USING ITS GOODS OR SERVICES.**
13. **LIMITATION OF LIABILITY. IN NO EVENT SHALL A3 VISUAL BE LIABLE FOR, AND THE CUSTOMER WAIVES SUCH LIABILITY FOR, ANY LOST PROFITS, INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL AND PUNITIVE DAMAGES, AND COST OF PROCUREMENT OF SUBSTITUTE PRODUCTS AND SERVICES, HOWEVER CAUSED AND UNDER ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE AND STRICT LIABILITY) OR OTHERWISE, ARISING OUT OF THE MANUFACTURE OR SUPPLY OF ANY GOODS OR SERVICES, INCLUDING INSTALLATION OR DELIVERY, VANDALISM OR THEFT, ACTS OF GOD, OR FORCES OF NATURE, EVEN IF A3 VISUAL HAS ACTUAL OR IMPUTED KNOWLEDGE OF THE POSSIBILITY OF SUCH DAMAGES OR OF THE POSSIBILITY OF DIRECT OR INDIRECT CONSEQUENCES, AND NOTWITHSTANDING ANY FAILURE OF PURPOSE OF ANY LIMITED REMEDY. THE AGGREGATE LIABILITY OF A3 VISUAL FOR CLAIMS ARISING HEREUNDER OR OTHERWISE SHALL NOT EXCEED THE AMOUNTS PAID BY CUSTOMER HEREUNDER. HOWEVER, THIS LIMITATION DOES NOT LIMIT OR EXCLUDE ANY LIABILITY TO THE EXTENT NOT PERMITTED BY APPLICABLE LAW. ANY ACTION ARISING OUT OF THE PURCHASE BY CUSTOMER OF GOODS OR SERVICES FROM A3 VISUAL MUST BE COMMENCED WITHIN ONE YEAR AFTER THE CAUSE OF ACTION HAS ACCRUED.**
14. **EXCLUSIVE REMEDIES. CUSTOMER'S SOLE AND EXCLUSIVE REMEDY AGAINST A3 VISUAL ARISING, DIRECTLY OR INDIRECTLY, OUT OF ANY GOODS OR SERVICES PROVIDED BY A3 VISUAL IS THE REPLACEMENT OF ANY NONCONFORMING GOOD(S) OR SERVICES, OR AT A3 VISUAL'S ELECTION, A REFUND OF THE PORTION OF THE PURCHASE PRICE ALLOCABLE TO THE NONCONFORMING GOOD(S) OR SERVICES. NOTHING HEREIN SHALL LIMIT EITHER PARTY'S LIABILITY FOR BODILY INJURY OF A PERSON.**
15. Severability. If any provision of these Terms and Conditions is determined to be illegal or unenforceable, it shall be disregarded and shall not affect the enforceability of any other provision of these Terms and Conditions. Waiver by A3 Visual of a breach of any provision hereof shall not be deemed a waiver of future compliance therewith.
16. Governing Law and Venue. The Terms and Conditions shall be governed and construed in accordance with the laws of the State of California without regard to its choice of law principles. All rights and obligations of the parties hereto shall be governed by the laws of the State of California and deemed to have occurred in Los Angeles, California. The sole jurisdiction and venue for the enforcement, interpretation or construction of any portion of a transaction between A3 Visual and Customer, including but not limited to these Terms and Conditions, shall lie in the federal and state courts located in Los Angeles County, California.
17. Independent Contractor Relationship. Customer agrees that the business conducted by A3 Visual with respect to Customer is that of an independent contractor and that such is the sole relationship between the parties. Customer is not the representative or agent of A3 Visual, and has no authority, right or ability to bind or commit A3 Visual in any way, and will not attempt to do so or imply that it may do so.



V I S U A L

A3 Visual

(a AAA Flag & Banner company)

8955 National Blvd
Los Angeles, CA 90034

310-836-3200

TRANSACTION # **QTE324758**

DATE **8/21/2024**

18. Union Labor. When Union Labor is required: All install & removal laborers are subject to (4) hour minimums unless otherwise noted. Please keep in mind that this estimate is given in good faith and may not be reflective of all costs that occur. This estimate should be used for budgetary purposes only. Actual costs will be determined at the conclusion of the project and invoiced based on actual services rendered. Daily time tickets can be provided for actual time and materials used. Labor rates are subject to change without notice. Hourly rates quoted are based upon the straight time rate (Monday - Friday) Hours are 8am to 5pm to include a 1-hour lunch. Any time before 8am and after 5pm are subject to the overtime rate for the 1st (4) four hours and double-time for every hour after. Saturday and/or Sunday is billed at double-time rate with the same (4) hour minimum.
19. Client grants A3 Visual rights to use its' images of provided products and services for marketing purposes in showcasing A3 Visual's work as it pertains to the agreed upon scope. This includes the use of materials, images, samples, or other relevant content solely for promotional or marketing purposes.

Item No. 7

Governance Committee

**Motion to Approve Letter to WHHO In Response to
Comments Made at July 29, 2024 Meeting**



Neighborhood Council Governing Board

President: Dena Weiss
Vice President: Tracey Rosen
Treasurer: Heath Kline
Secretary: Karen DiBiase
Parliamentarian: Don Patterson



CITY OF LOS ANGELES



200 N. Spring Street
Los Angeles, CA 9001
Email: NCsupport@lacity.org
Website: www.empowerla.org

Woodland Hill Homeowners Organization
PO Box 6368
Woodland Hills, CA 91365

Dear John M. Walker, President of WHHO, Board Members, and WHHO Members,

On behalf of the Woodland Hills – Warner Center Neighborhood Council (WHWCNC), I would like to formally apologize for the disparaging comment made during the July 29, 2024, Special Meeting of the WHWCNC Board. This comment arose during the discussion regarding the PLUM Motion to request the Board's support for the Woodland Hills Homeowners Association (WHHO) letter on the Draft Citywide Housing Incentive Program (CHIP) Ordinance. It does not reflect the views of the WHWCNC Board.

We recognize WHHO as a valued organization with a long-standing history in our diverse community, and we appreciate your ongoing support for our stakeholders. Your efforts to enhance the lives of individuals in our neighborhoods are commendable, and we are grateful for your partnership.

To strengthen our relationship with community organizations like WHHO, the WHWCNC is committed to improving communication and collaboration within our community. Additionally, we will conduct further training for our Board members on the Neighborhood Council Code of Conduct, Ethics, and Censure Procedures to address this issue and prevent similar incidents in the future.

We would like to invite you and the WHHO Board Members to present at a future WHWCNC Board Meeting so that our Board and stakeholders can be better educated about your history, activities, and processes.

I hope that you will accept our apology and we look forward to working together to enhance our community.

Respectively,

Dena Weiss
President, Woodland Hills – Warner Center Neighborhood Council

Item No. 8

Homeless & Public Health Committee

**Motion to Approve and Submit Community Impact
Statement Request - (24-HSJA008)**

CIS from WHWCNC, to Support CF19-1020



To our Los Angeles Councilmembers,

Council file 19-1020 was unanimously passed in 2019 to create a commission comprised of vetted individuals with the lived experience of homelessness. The commission would advise on policies on the housing crisis in Los Angeles specifically with our unhoused neighbors. The council file that was introduced by former President Mike Bonin and seconded by Councilmember Harris-Dawson has since been abandoned and now has a quickly approaching expiration date of November 18, 2024.

The conversation has arisen in the neighborhood councils in Los Angeles. Within the last month, Reseda, Mid City, and Sherman Oaks neighborhood councils have all filed community impact statements with the city clerks office in addition to a previous letter of support from LAHSA, who has it's own successful advisory board, in 2023.

With Mayor Karen Bass and our county Board of Supervisors declaring the homeless crisis a state of emergency, it's blatant that we no longer have the time to not include those most impacted by the decisions we're making.

The term "lived experience" can be interchanged with any group of people. Parents of lived experience, LGBTQ+ people of lived experience, the live experience of African Americans, or the lived experience of women. As a society, we cannot continue to treat unhoused people as subhuman. We are all interconnected on this issue and we all need to work together to see results and who better to ask than the people we are serving.

The work has already been done to pass the council file. We encourage you to bring this commission into fruition immediately. It's time we listen to the people experiencing the problem first hand to strategize and get the results we're all looking for.

Whether we can act before the November deadline or get an extension, we have to put people first before politics.

In community,

The Homeless & Social Justice Advocacy Committee,
Woodland Hills Warner Center Neighborhood Council

MOTION

Homelessness is a tremendous crisis for Los Angeles, reaching into nearly every neighborhood and demographic of our city. Tens of thousands of people sleep on our streets, and hundreds of them die there each year.

Over the past several years, government and philanthropic organizations have created an array of new programs, hired staff, begun to build and open new facilities, and invested billions of dollars to address this crisis. At meetings of the City Council and its various committees, we routinely hear about our programs and policies from government officials, non-profit executives, business associations, neighborhood councils, homeowners, developers, and activists from a variety of organizations and perspectives.

One voice, however, has been largely missing: the voice of people who are homeless, or have recently been homeless. As a result, elected officials and policymakers only rarely hear when programs fail to work as advertised, when resources and staff are misaligned, how new ordinances impact people who are homeless, or how sexism, homophobia, and institutional racism impact services.

The lack of a regular, consistent and prominent platform for the voices of people who are or have been homeless inevitably bakes stigma, stereotype, and paternalism into the legislative and administrative process. It leads to misinformed policy-making, faulty program development, and poor budgeting decisions. It impairs efforts to reduce or end homelessness, and, as a result, causes harm to people who are homelessness. We set ourselves up for failure if we fail to take into account the experience of people who have been homeless. Programs that sound good on paper or in a City Council meeting may not work given the complexities of being without housing.

To broaden their perspective on important policy issues, and to increase the voices of constituencies into decision-making that impacts them, City officials have created standing commissions and advisory councils, such as the Commission on the Status of Women, the Commission on Disability, the Commission on Community and Family Services, the Native American Indian Commission, and the Transgender Advisory Council. It is both necessary and beneficial to do the same for the issue of homelessness, creating a Commission on Lived Experience with Homelessness, composed entirely of people who are currently, or have been in the recent past, homeless in Los Angeles.

To be effective, such a commission would need to be properly resourced and funded, be representative of the diversity of the city's homelessness population, and reflect the demographics of the city's homelessness population.

I THEREFORE MOVE that the Chief Legislative Analyst, with the assistance of other departments of agencies as appropriate, make recommendations to the City Council on the most effective

SEP 04 2019



way to establish a Commission on Lived Experience with Homelessness, composed entirely of people who are currently, or have been in the recent past, homeless in Los Angeles.

I FURTHER MOVE that the recommendations include the following considerations:

- The size of the commission, length of terms of service, and the appointing authority.
- Potential changes to ordinances, administrative code, and/or City Council rules to form the commission, and to insure that it can have reports heard and considered by the City, and that its members can be granted time to speak on legislative and budgetary matters impacting homelessness.
- Requirements to represent different segments of the diverse homeless population in Los Angeles, including people with different levels of acuity, length of time homeless, experience with economic hardship, substance abuse, domestic violence, or mental or physical disability, and other factors.
- Requirements to be reflective of the demographics of the city's homeless population, accounting for the dramatic over-representation of African-Americans in our homelessness population, and including proper representation for seniors, veterans, women, immigrants, youth, and transgender communities, among others.
- Appropriate funding and resources, including dedicated staff time, training, access to materials and technological resources, and stipends or honoraria for service.

I FURTHER MOVE that, in crafting recommendations, CLA consult with people who are or have been homeless in Los Angeles, with people who have served on "lived experience" advisory commissions in Austin, Texas, and Vancouver, Canada, and other jurisdictions, and with resources outlining best practices in forming advisory committees of lived experience.

Presented by 

MIKE BONIN
11th District

Seconded by 

ORIGINAL

**REPORT OF THE
CHIEF LEGISLATIVE ANALYST**

DATE: March 30, 2022

TO: Honorable Members of the Los Angeles City Council

FROM: Sharon M. Tso 
Chief Legislative Analyst

Council File No: 19-1020
Assignment No: 20-02-0212

Commission on Lived Experience with Homelessness

SUMMARY

Motion (Bonin – Harris-Dawson) (CF 19-1020) instructed the Chief Legislative Analyst (CLA), with assistance of other departments and agencies as appropriate, to make recommendations on the most effective method of establishing a Commission on Lived Experience with Homelessness (Commission) composed of individuals with current or past experience with homelessness to advise the City of Los Angeles. The Motion instructed the CLA to consult with persons who are or have been homeless in Los Angeles and persons who serve on lived experience advisory commissions in other jurisdictions.

This report provides recommendations and options relating to the structure of the proposed Commission as well as consideration of best practices to address barriers and challenges that the Commission may face, consistent with the Motion and Strategy 1 of the City's Enhanced Comprehensive Homeless Strategy. The report also provides preliminary estimates for the budgetary resources required for the establishment of the Commission.

RECOMMENDATIONS

That the City Council:

1. Request the City Attorney, with assistance of the CLA, to prepare and present an ordinance to establish a Commission on Lived Experience with Homelessness under the Civil, Human Rights and Equity Department (CHRED), with an advisory role as outlined in the "Jurisdiction and Responsibilities of the Proposed Commission" section of this report and the following structure:
 - a. Fifteen seats;
 - b. Representative seats for: a Chronically Homeless Representative, a Mental Health Representative, a Chronic Illness/Substance Abuse Representative, a Supportive Housing Representative, an Unsheltered Representative, a Physical Disability Representative, a Female Representative, a Youth Representative, an LGBTQ+ Representative, five Geographic Representatives, and a Veteran Representative; and
 - c. Two-year staggered terms;

2. Instruct the City Administrative Officer (CAO) to report with the budgetary and staffing resources necessary for the establishment of a Commission on Lived Experience with Homelessness with the scope of work proposed by Council, and to identify a source of funding for the Commission; and
3. Instruct the CAO and CHRED, with assistance of the CLA, to prepare a Request for Proposals (RFP) for trauma-informed mediation, support, and training services for the Commission.

FISCAL IMPACT

There is no General Fund impact as a result of the recommendations in this report.

BACKGROUND

As noted by Motion (Bonin – Harris-Dawson), commissions and advisory councils are established by governmental agencies to broaden legislators' perspective on policy issues and to increase the voices of constituencies in the decision-making impacting them.

Governmental and non-profit agencies throughout the country have formed advisory commissions, boards, or committees to specifically provide input on issues relating to homelessness. In some cases, participation by persons who are homeless or who have experienced homelessness is required in the administration of grant awards. These programs include the Continuum of Care (CoC) Program and Emergency Solutions Grant (ESG) Program administered by the federal Department of Housing and Urban Development (HUD). A significant number of existing lived experience bodies serve as committees for CoC boards. Several lived experience boards, commissions, or committees have also been established by advocacy organizations to provide input on matters relating to homelessness.

The Enhanced Comprehensive Homeless Strategy, adopted by the City on March 19, 2019, recommends the establishment of a lived experience working group and includes consultation with persons with lived experience with homelessness under several strategies. LAHSA currently operates and administers two homelessness lived experience bodies: the Lived Experience Advisory Board (LEAB) and the Homeless Youth Forum of Los Angeles (HYFLA). These bodies are comprised of individuals with lived experience of homelessness who advise LAHSA and its partners in support of their efforts to end homelessness, and to ensure that the voice of those with lived experience is incorporated throughout the Los Angeles homelessness response system. This objective is achieved through review of policy development, policy implementation, and data. The feedback received helps to identify strengths and gaps in policy and programs. LEAB and HYFLA also serve to provide a representative voice for persons with lived experience with homelessness before other agencies. A Commission on Lived Experience with Homelessness would serve a similar function for the City. Persons with lived experience have been provided seats in other bodies including the Los Angeles CoC Board, the Coordinated Entry System (CES) Policy Council, and the Regional Homelessness Advisory Council. The City currently consults with LEAB and HYFLA on an ad hoc basis to receive lived experience input on City policies. Non-profit organizations including the Downtown Women's Center (DWC) and Center for Supportive Housing (CSH) have also established and operate lived experience bodies.

LAHSA has further acknowledged the significance of lived experience as well as the unique challenges faced by certain subpopulations through the establishment of the Ad Hoc Committee on Women and Homelessness in 2016 and Ad Hoc Committee on Black People Experiencing Homelessness in 2017. Both committees produced reports recommending the inclusion of persons with lived experience within planning and implementation processes for homeless services.

As a part of LAHSA's governance review process, the role of lived experience bodies within LAHSA was evaluated and considered. In addition to a more clear and robust role for LEAB, the review also acknowledged the need for the inclusion of a racial justice and equity approach, lived experience representation in every governance body, and ensuring that governing bodies are reflective of characteristics of persons who experience homelessness in Los Angeles.

DISCUSSION

Motion (Bonin - Harris-Dawson) directed the CLA to make recommendations on the most effective way to establish a Commission on Lived Experience with Homelessness. Further, forming a Commission on Lived Experience with Homelessness would be consistent with Strategy 1 of the City's Enhanced Comprehensive Homeless Strategy. To establish a commission, the City Attorney should be requested to prepare and present an ordinance to establish a Commission with Lived Experience on Homelessness, including a structure and role for the proposed Commission. The recommendations included in this report provide for an advisory commission, consistent with existing City advisory commissions and other lived experience commissions at large. This report also identifies additional policy matters for Council consideration. In preparing the recommendations in this report, several existing lived experience boards and service providers were consulted and their input has been used as reference in the formation of our recommendations. As such, this report recommends a scope of advisory functions for the proposed Commission to fulfill, providing a role at each step of the policymaking process. Through discussion with lived experienced boards and commissions, as well as local advocacy organizations and service providers, a number of best practices have also been identified to further enhance the role of the proposed Commission. These best practices are included in this report for further consideration by the Council.

Jurisdiction and Responsibilities of the Proposed Commission

The proposed Commission would serve as an advisory body to the Council for matters relating to homelessness, which may include but are not limited to housing, economic development, public safety, health, and the City budget. This would include policies or programs relating to the prevention of homelessness, services provided to unhoused individuals, and supportive services offered to individuals housed in shelters, bridge housing, or supportive housing.

As a lived experience advisory board, the Commission would leverage their experience with homelessness to provide insight and be a resource to the City Council and City departments. The Commission's responsibilities would be to evaluate, provide input, or propose policies on matters relating to homelessness. This would include providing technical assistance, reporting, and evaluation of existing and proposed programs, practices, and policies with a focus on service delivery, policy prioritization, and metrics. The Commission's expertise would be leveraged as appropriate, including roles in program and policy planning, implementation, and evaluation. To

the extent possible, the City's Homeless Coordinator should consult with the Commission and evaluate programs relating to homelessness. In order to keep the Commission informed, the Homeless Coordinator should also provide a report every six months on proposed and ongoing City programs and policies relating to homelessness.

The Commission would directly report and provide written and verbal input to the City Council and its Committees. To this effect, the Commission could be given, at the discretion of the Committee chair, a continuing placeholder to speak at meetings of the Homelessness and Poverty Committee and during the City's budget hearing process to provide input on the Homelessness budget. The Commission may also be invited to speak during meetings of the City Council. Additional action may be required upon the establishment of the Commission to amend Council Rules to effectuate this. Further, the Commission would have the ability to provide its own recommendations, whether written or verbal, on a matter under consideration by the City Council.

The Commission should also have the role of engaging the unhoused community, non-profit organizations, policy matter experts, governmental agencies, and advocates to solicit input, feedback, and public comment for matters relating to homelessness. Responsibilities should also include outreach and promotion of inclusion for persons with lived experience in City and governmental processes. The Commission should also produce an annual or bi-annual report that includes feedback on homeless policies, priorities, and metrics for the year. The Commission's report should be considered by the City Council in a timely manner following transmission to the appropriate Council File.

Commission Governance and Structure

As noted, the Commission would be established by ordinance and would be required to include a governance structure for the Commission. The Commission may be established as an independent body or within an existing City department. Establishing the Commission within an existing department would limit the need for support staff and streamline the establishment of the Commission. As the subject of this Commission is consistent with the scope and jurisdiction of the Civil, Human Rights and Equity Department (CHRED), our Office recommends the Commission be established under CHRED. The ordinance should additionally provide for the creation of bylaws to govern the Commission (Commission Bylaws). The Commission Bylaws would be created, amended, and rescinded by the Commission to govern Commission proceedings and regulations not covered by ordinance.

The Motion (Bonin – Harris-Dawson) requested that the recommendations provided include consideration of Commission structure with a focus on representation of different segments of the diverse homeless population and the demographics of the City. The following provides an overview of policy matters and recommendations relative to the structure of the Commission for Council consideration.

Eligibility for the Commission

For the purpose of the proposed Commission, the definition of "homelessness" or "homeless individual" should be consistent with the definition provided in the McKinney-Vento Homeless

Assistance Act (42 US Code § 11302). This will also ensure the Commission is in line with federal regulations on the inclusion of individuals with lived experience. This definition should further be clarified to include individuals that have or currently reside in transitional housing, supportive housing, affordable housing, and hotels/motels as needed. Commission appointees should also have the authority to expand or provide further specification on the definition of homelessness in the Commission Bylaws.

Size of the Commission

The number of seats that will comprise the proposed Commission may have a significant impact on the operation of the Commission. The Commission should be large enough to achieve diversity and representation goals, but must remain within a manageable size in order to make meetings both administratively feasible and to allow discussion among the Commission to remain productive. Potential challenges that may occur as commission size is increased would include difficulty meeting quorum, attendance issues, difficulty in individually contacting/notifying Commission members, fewer opportunities to speak, and an increased budget.

As a point of comparison, advisory commissions for the City of Los Angeles are comprised of between five to fifteen members. Both of LAHSA's lived experience boards have no set number of seats, which are added as the need arises to assure appropriate representation. The LEAB is currently comprised of eleven members and the HYFLA is comprised of thirteen members. Of the lived experience commissions and boards in other cities surveyed for this report, the numbers of seats ranged from approximately ten to fifteen seats. Accordingly, the Commission is recommended to be no larger than fifteen seats.

Representation on the Commission

In order to ensure diversity and representation, the Commission should be comprised of representative seats for subpopulations of homelessness. To fill a seat, an individual would be required to have the relevant lived experience for that seat. This structure would ensure the Commission represents a variety of experiences and viewpoints. The subpopulations tracked by LAHSA with the largest populations are domestic violence survivors, the chronically homeless, individuals who have experience with substance abuse, chronic illness, mental health, and the physically disabled. Accordingly, the Commission should include a seat for these subpopulations. Additional populations identified in the Motion including a youth representative, an LGBTQ+ representative, a veteran representative, and geographic representation. The geographic representation would require geographic boundaries created for the purposes of the Commission.

The following is the recommended board seat allocation:

1. Chronically Homeless Representative
2. Mental Health Representative
3. Chronic Illness/Substance Abuse Representative
4. Supportive Housing Representative
5. Unsheltered Representative
6. Physical Disability Representative
7. Female Representative

8. Youth Representative
9. LGBTQ+ Representative
10. Geographic Representatives (5)
11. Veteran Representative

The appointing authority for the Commission should also be required to consider, to the extent possible, the expertise, experience, and demographics of applicants in order to achieve representation reflecting the diversity of the homeless population in Los Angeles. Comparatively, LAHSA's lived experience bodies evaluate applicants with consideration to geographic representation, subpopulation representation, demographic representation, and system access representation.

The final size of the Commission will determine the number of seats available for representation. The higher the number of representatives, the greater diversity can be achieved.

Appointing Authority for the Commission

A majority of City commissions are appointed by the Mayor pursuant to Los Angeles Administrative Code Section 502. Due to the Commission's goal of reflective representation of the homeless population, additional consideration is required for the appointment authority.

A central appointment authority, such as the Mayor, Council President, or the Chair of the appropriate policy Committee would allow for flexibility to ensure that subpopulations and demographics are represented in a manner proportional to the Los Angeles homeless population. Conversely decentralized appointment by several appointment authorities, such as both Mayor and Council, may make it difficult to achieve representation as each appointing official would make their own separate appointment absent of any coordination to ensure representation proportionate to the homeless population in Los Angeles.

Accordingly, in order to achieve the goals of diversity and representation within the Commission, members of the Commission should be selected by an application process. Acceptance through an application process would be consistent with a majority of existing lived experience boards. In this case, applications would be accepted and evaluated by a central appointing authority, such as the Mayor or the administering City department. Following the evaluation of submitted applications, recommendations for Commission appointments would be made by the appointing authority and presented for Council approval, and Mayoral concurrence should the Department be designated the appointing authority. Upon appointment, the Commission should be directed to report on and develop an evaluation process for subsequent Commission applications. For an applications process to be most effective, a robust outreach effort should be made to encourage all potential participants to apply.

Term Length

The length of terms for the proposed Commission should be consistent with other existing City commissions, therefore two to four-year staggered terms would be appropriate. With further consideration of the Motion's instruction to include requirements to ensure the proposed Commission is reflective of the demographics of the City's homeless population, shorter terms

would allow flexibility to meet this objective relative to the variable nature of the City's homeless population. Accordingly, this report recommends two-year staggered terms.

Best Practices for Lived Experience Commissions and Boards

As reference for this report, other jurisdictions currently operating a commission, board, or committee on lived experience with homelessness were consulted. These jurisdictions include Austin, Philadelphia, Chicago, and Santa Clara. Discussions included both support staff and members of the respective commissions. In addition, local service providers were also consulted on the establishment of the Commission and how to best address the challenges that any such effort may face. The most common input received included the need for empowerment, compensation, support, and mediation as outlined below.

Roles, Responsibilities, and Authority for Lived Experience Bodies

The most commonly identified best practice was the establishment of a Commission with explicitly defined responsibilities and a role in program and policy outcomes. Many lived experience commissions serve with a mandate to provide general input on homelessness, and the most common challenge to participation in lived experience boards is the perception that these bodies are formed to serve as a "rubber stamp" or that persons with lived experience are being "tokenized," creating challenges to maintaining attendance and engagement.

In order to address this challenge, the Commission should have a focus on providing recommendations and strategies, rather than solely general feedback and input. City departments and offices should also be encouraged to solicit input from the Commission during the formative stages of program and policy development. Barriers to the Commission providing input, whether verbal or written, to decision-makers should be limited. In order to provide that access, the Chair of the Homelessness and Poverty Committee of the City Council, or a representative, could have the option of serving as an ex officio member of the Commission.

By providing the Commission with concrete responsibilities, the Commission would be empowered to leverage their lived experience in a manner that is mutually engaging and beneficial to the commissioners and the City. The following provides a list of potential responsibilities and practices that were identified within various commissions, boards, and bodies in Los Angeles or other jurisdictions.

- Evaluation of contracts relating to homeless services and homeless facilities
- Development of a framework for the evaluation of homeless services contracts
- Development and proposal of homeless services pilot programs
- Establishment of grant set-asides for allocation by the Commission
- Evaluation and scoring of RFPs and Request for Qualifications (RFQs) or ability to reward bonus points for RFP proposals
- Require Commission review on non-emergency ordinances relating to homelessness as a part of the legislative process
- Partner with non-profit organizations, service providers, and governmental agencies to advocate for the inclusion of lived experience

- Conduct qualitative and quantitative surveys of persons experiencing homelessness as they relate to services and facilities
- Administer a microgrant program for homeless services programs (similar to the Neighborhood Purpose Grant (NPG) program under the Neighborhood Council System)

The Council may consider the responsibilities above or propose additional responsibilities to include in the Commission's scope of work.

Support and Mediation

Although the City of Los Angeles administers a number of advisory commissions under the Community Investment for Families Department and CHRED, the proposed Commission would be distinct due to the barriers appointees may face to participation. In order to effectively establish a Commission, the City would need to recognize and address the unique challenges faced by the homeless population. These challenges may include, but are not limited to, issues related to housing, technology, transportation, and mental or physical disabilities.

Furthermore, the lived experience of homelessness may impart several traumas and stigmas that may be triggered through discussion of said lived experience. To address these challenges, a mediator with lived experience or experience working with persons who have experienced homelessness may be helpful during Commission meetings. A service provider could provide trauma-informed mediation during meetings of the Commission to address and assist commissioners with speaking on their experiences and creating an environment to allow for the best input. The Commission could also establish a peer support group led by Commission appointees to engage other persons with lived experience.

Administrative support and training could also be provided by a service provider that has experience working with lived experience bodies. Training may include the basics of commission service such as parliamentary procedure or training on how to advocate and strategize. An RFP would be needed to identify a service provider for both trauma-informed mediation, training, and support services.

Compensation

Ensuring that individuals who participate in a lived experience commission are compensated for their input was also a priority for advocates and service providers. Although this is common practice among a majority of existing lived experience boards and commissions, the form of compensation may vary. Generally, lived experience commission or board participants are provided monetary compensation for each meeting they attend, usually in the form of gift cards. City Commissioners are compensated at a level of \$25 to \$50 per meeting on average, most commonly Commissioners serve on a volunteer basis. In many cases, other commissions include meals as compensation. Further, Commission appointees can be provided with further supportive compensation to provide assistance as required to encourage participation in the Commission. This may include assistance with transportation (most feasibly in Los Angeles through TAP cards) or aid with equipment and other resources.

Supportive compensation does not solely refer to monetary or material compensation. As previously noted, training can be provided to empower Commission participants to most effectively provide input and affect outcomes. Training may include instruction on parliamentary procedure, commission participation, or governmental processes, however opportunities for the personal and professional development of Commission appointees can also be included as supportive compensation. Such training may serve to provide participants with opportunities to improve their situation. This may include training to develop skills such as presentation and speaking skills, providing the Commission appointees' skills to aid in their personal and professional development. This would allow the Commission to further serve as a vehicle to empower participants through skill building and professional development. Recognition of participation and achievement through participation in the Commission can also serve the personal and professional development of Commission participants and should be provided as appropriate. Supportive compensation, including meals, material compensation, and training, should be provided through contract with a service provider.

Additional Policy Considerations for Council

Additions to the scope of work of the Commission relative to best practices on roles and responsibilities of the Commission, support and mediation, or supportive compensation, as identified in Attachment 1, are not included in the recommendations to this report and would require Council action for inclusion. Based on Council decision on where the Commission will be housed and the appointing authority, further action may be required to provide an appointment process.

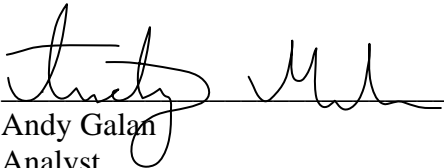
Budgetary Estimates for the Commission

In order to provide an accurate budget estimate for the Commission, the scope of work for the Commission must be determined by Council. The required budgetary and staffing resources for the Commission may vary widely according to Council decision of several policy matters included in this report.

Existing commissions may provide a preliminary indication of funding needed for the establishment of the Commission. LAHSA's LEAB has an annual budget of \$47,840, not including costs for one Advisory Group Coordinator and one Senior Coordinator. HYFLA also has an annual budget of \$47,840, not including staff and other costs. These costs reflect an advisory commission providing monetary compensation to Commissioners.

Funding and staffing necessary for the Commission would increase should the Council elect to provide supportive compensation, mediation, training, or expand the scope of work for the Commission. Inclusion of trauma-informed mediation and training through contract would add costs to be determined through RFP. The non-profit Liberty Hill has provided similar training and mediation services in the past, including to Los Angeles County's Youth Advisory Board, and has provided a rough estimate of \$60,000 in annual costs for provision of those services. Although the scope of work would differ with the Commission, the estimate may serve as indication of the costs of a contract to provide compensation, training, support, and mediation to the proposed Commission.

Upon the adoption of recommendations by the City Council and preparation of a draft ordinance by the City Attorney, the CAO should be directed to provide a final cost and staffing estimate, as well as recommendations for sources of funding.



Andy Galan
Analyst

Scope of the Commission on Lived Experience

Recommended Roles and Responsibilities

- Serve as an advisory body to the City Council for matters relating to homelessness
- Provide insight to and be a resource to the City Council and City departments
- Evaluate, provide input, and/or propose policies on matters relating to homelessness
- Provide technical assistance, reporting, and evaluation of existing and proposed programs, practices, and policies with a focus on service delivery, policy prioritization, and metrics
- Report to and provide written and verbal input to the City Council and its Committees
- Engage the unhoused community, non-profit organizations, policy matter experts, governmental agencies, and advocates to solicit input, feedback, and public comment for matters relating to homelessness
- Outreach to and promotion of the inclusion of persons with lived experience in City and governmental processes
- Produce an annual or bi-annual report that includes feedback on homeless policies, priorities, and metrics for the year

Best Practices

- Evaluation of contracts relating to homeless services and homeless facilities
- Development of a framework for the evaluation of homeless services contracts
- Development and proposal of homeless services pilot programs
- Establishment of grant set-asides for allocation by the Commission
- Evaluation and scoring of RFPs and Request for Qualifications (RFQs) or ability to reward bonus points for RFP proposals
- Require Commission review on non-emergency ordinances relating to homelessness as a part of the legislative process
- Partner with non-profit organizations, service providers, and governmental agencies to advocate for the inclusion of lived experience
- Conduct qualitative and quantitative surveys of persons experiencing homelessness as they relate to services and facilities Administer a microgrant program for homeless services programs (similar to the Neighborhood Purpose Grant (NPG) program under the Neighborhood Council System)
- Trauma-informed support and mediation.
- Supportive compensation such as meals, material compensation, and/or professional development training.

HOLLY L. WOLCOTT
CITY CLERK

PETTY F. SANTOS
EXECUTIVE OFFICER

City of Los Angeles
CALIFORNIA



ERIC GARCETTI
MAYOR

OFFICE OF THE
CITY CLERK

Council and Public Services Division

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PATRICE Y. LATTIMORE
DIVISION MANAGER

CLERK.LACITY.ORG

OFFICIAL ACTION OF THE LOS ANGELES CITY COUNCIL

Council File No.: 19-1020

Council Meeting Date: November 22, 2022

Agenda Item No.: 12

Agenda Description: HOMELESSNESS AND POVERTY COMMITTEE REPORT relative to preparing an ordinance to establish a Commission on Lived Experience with Homelessness (CLEH) under the Civil, Human Rights and Equity Department (CHRED); and identifying the budgeting and staffing resources necessary for the establishment of a CLEH.

Council Action: HOMELESSNESS AND POVERTY COMMITTEE REPORT ADOPTED AS AMENDED BY MOTION (BLUMENFIELD - RODRIGUEZ) -FORTHWITH

Council Vote:

YES	Blumenfield	YES	Bonin	YES	Buscaino
ABSENT	Cedillo	ABSENT	de León	YES	Harris-Dawson
ABSENT	Hutt	YES	Koretz	YES	Krekorian
YES	Lee	YES	O'Farrell	YES	Price Jr.
ABSENT	Raman	YES	Rodriguez		

HOLLY L. WOLCOTT
CITY CLERK

Adopted Report(s) Title
Amending Motion (Blumenfield - Rodriguez) dated 11-22-22
Report from Homelessness and Poverty Committee 10-27-22



Reseda Neighborhood Council

JAMIE YORK

PRESIDENT

KARLA ESCOBAR

VICE-PRESIDENT

AMOS MARVEL

SECRETARY

ERIC GROSSMAN

TREASURER

SHARON BREWER

PARLIAMENTARIAN

DJ FRANK

SERGEANT-AT ARMS

DANNY DUARTE

RAMI RIVERA FRANKL

MICHELLE GALLAGHER

BRUNO HERNANDEZ

MEHRAN MOLOUDI

ANDRES PERKINS

JIMMY REYES

GOLZAR SEPEHRI

DOUGLAS SMITH

[Council File 19-1020](#)

Commission on Lived Experience with Homelessness

SUPPORT

When housing investments for the unhoused fail, it is incongruously blamed on people who are in need of housing, not the people who approved, designed, or administered the housing.

It is of the utmost importance in this emergency to treat the unhoused currently experiencing homelessness in the City of LA as experts of the systems that are supposed to address their housing and shelter needs. Those who are experiencing homelessness need a venue to provide feedback when programs fail to work as advertised, when resources and staff are misaligned, to provide an understanding of how new ordinances impact people who are unhoused, or how sexism, homophobia, and institutional racism impact services.

CF19-1020 doesn't directly demand accountability, but it creates an official forum of unhoused advisors in forming the Commission for Lived Experiences in Homelessness (CLEH), allowing them to offer feedback so they may be heard by those who are interested, including policy makers. It will be a start on the long overdue process of reversing displacement on our streets.

We wouldn't trust an LGBTQ+ committee that wasn't being legitimately advised by people who identify as gay, lesbian, trans, non-binary, gender-fluid, etc. We couldn't expect anything out of

a body convening on racial justice that wasn't being officially informed by Black, Indigenous and other POC's lived experiences. We'd never trust an accessibility task force that didn't include feedback from a wide range of people living with sensory, mobility, cognitive, and developmental disabilities.

On March 30, 2022 the Chief Legislative Analyst (CLA) provided the requested analysis and report ¹ to create the Commission, which was then referred and approved by the Homelessness and Poverty Committee on October 27, 2022. On November 22, 2022, the LA City Council adopted ² the Homeless and Poverty Committee Report relative to preparing an ordinance to establish the CLEH under the Civil, Human Rights and Equity Department(CHRED); and identifying the budgeting and staffing resources necessary for the establishment of a CLEH. Since that time, there has been no action on this Council File.

Unhoused people are the only people in Los Angeles who know exactly where to invest to best impact on homelessness, discuss real-life gaps in the current systems and policies and provide insights into the opportunities to improve the coordination of resources, care, and housing. However, we've never given them an opportunity to tell us, and if Council File 19-1020 expires on November 18, 2024 without any further action from the LA City Council, it is our fear that we never will.

The Board of the Reseda Neighborhood Council (RNC) supports Council File 19-1020 and we implore the LA City Council to take immediate action to keep this Council File alive and to truly invest in bringing the CLEH to life. It will be a start on the long overdue process of reversing displacement on our streets and making progress in our city reaching its very best potential.

This statement was passed in a Brown Act compliant meeting on August 19, 2024 with a vote of 10 yes, 0 no, 0 abstain, 0 recused.

¹ https://clkrep.lacity.org/onlinedocs/2019/19-1020_rpt_cla_03-20-22.pdf

² https://clkrep.lacity.org/onlinedocs/2019/19-1020_caf_11-22-22.pdf



clerk CIS <clerk.cis@lacity.org>

Your Community Impact Statement Submittal - Council File Number: 19-1020

1 message

LA City SNow <cityoflaprod@service-now.com>

Tue, Sep 10, 2024 at 1:30 AM

Reply-To: LA City SNow <cityoflaprod@service-now.com>

To: lahd-hdb-ahcstaff@lacity.org, Clerk.CIS@lacity.org, commission@empowerla.org, bindu.kannan@lacity.org,

JGlickman@bos.lacounty.gov, ach.alternate@lacity.org

Cc: J.goodie@mincla.org

A Neighborhood Council Community Impact Statement (CIS) has been successfully submitted to your Commission or City Council. We provided information below about CISs and attached a copy of the CIS.

We encourage you to reach out to the Community Impact Statement Filer to acknowledge receipt and if this Community Impact Statement will be scheduled at a future meeting. Neighborhood Council board members are volunteers and it would be helpful if they received confirmation that you received their CIS.

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***** This is an automated response, please DO NOT reply to this email. *****

Contact Information

Neighborhood Council: Mid City

Name: Jennifer Goodie

Email: J.goodie@mincla.org

The Board approved this CIS by a vote of: Yea(9) Nay(0) Abstain(0) Ineligible(0) Recusal(0)

Date of NC Board Action: 09/09/2024

Type of NC Board Action: For

Impact Information

Date: 09/10/2024

Update to a Previous Input: No

Directed To: Affordable Housing Commission, Board of Neighborhood Commissioners, City Council and Committees, Los Angeles Homeless Services Authority Commission, Homeless Strategy Committee

Council File Number: 19-1020

City Planning Number:


Agenda Date:

Item Number:

Summary: When housing investments for the unhoused fail, it is incongruously blamed on people who are in need of housing, not the people who approved, designed, or administered the housing. It is of the utmost importance in this emergency to treat the unhoused currently experiencing homelessness in the City of Los Angeles as experts of the

systems that are supposed to address their housing and shelter needs. Those who are experiencing homelessness need a venue to provide feedback when programs fail to work as advertised, when resources and staff are misaligned, to provide an understanding of how new ordinances impact people who are unhoused, or how sexism, homophobia, and institutional racism impact services. CF19-1020 doesn't directly demand accountability, but it creates an official forum of unhoused advisors in forming the Commission for Lived Experiences in Homelessness (CLEH), allowing them to offer feedback so they may be heard by those who are interested, including policy makers. It will be a start on the long overdue process of reversing displacement on our streets. Unhoused people are the only people in Los Angeles who know exactly where to invest to best impact on homelessness, discuss real-life gaps in the current systems and policies and provide insights into the opportunities to improve the coordination of resources, care, and housing. However, we've never given them an opportunity to tell us, and if Council File 19-1020 expires on November 18, 2024 without any further action from the LA City Council, it is our fear that we never will. The Board of the Mid-City Neighborhood Council (MINC) supports Council File 19-1020 and we implore the LA City Council to take immediate action to keep this Council File alive and to truly invest in bringing the CLEH to life. It will be a start on the long overdue process of reversing displacement on our streets and making progress in our city reaching its very best potential.

Ref:MSG11066351

 **CIS 19-1020 .pdf**
121K

**MID-CITY
NEIGHBORHOOD
COUNCIL® OFFICERS**

PRESIDENT
Birgitta Croil-Snell

VICE-PRESIDENT
Roxie McClenton

SECRETARY
Jennifer Goodie

TREASURER
Luis Lopez

PARLIAMENTARIAN
Kirsten Albrecht

SERGEANT-AT-ARMS
Sarge Hall

**CITY OF LOS ANGELES
CALIFORNIA**



MINC®
P.O. Box 78642
Los Angeles, CA 90016
(323) 732-5085
info@mincla.org
mincla.org

Honorable Members of the Los Angeles City Council
Honorable Mayor Karen Bass
Honorable Members of the Board of Neighborhood Commissioners

**RE: Commission on Lived Experience with Homelessness
CF 19-1020**

When housing investments for the unhoused fail, it is incongruously blamed on people who are in need of housing, not the people who approved, designed, or administered the housing.

It is of the utmost importance in this emergency to treat the unhoused currently experiencing homelessness in the City of Los Angeles as experts of the systems that are supposed to address their housing and shelter needs. Those who are experiencing homelessness need a venue to provide feedback when programs fail to work as advertised, when resources and staff are misaligned, to provide an understanding of how new ordinances impact people who are unhoused, or how sexism, homophobia, and institutional racism impact services.

CF19-1020 doesn't directly demand accountability, but it creates an official forum of unhoused advisors in forming the Commission for Lived Experiences in Homelessness (CLEH), allowing them to offer feedback so they may be heard by those who are interested, including policy makers. It will be a start on the long overdue process of reversing displacement on our streets.

We wouldn't trust an LGBTQ+ committee that wasn't being legitimately advised by people who identify as gay, lesbian, trans, non-binary, gender-fluid, etc. We couldn't expect anything out of a body convening on racial justice that wasn't being officially informed by Black, Indigenous and other POC's lived experiences. We'd never trust an accessibility task force that didn't include feedback from a wide range of people living with sensory, mobility, cognitive, and developmental disabilities.

On March 30, 2022 the Chief Legislative Analyst (CLA) provided the requested analysis and report ¹ to create the Commission, which was then referred and approved by the Homelessness and Poverty Committee on October 27, 2022. On November 22, 2022, the LA City Council adopted ² the Homeless and Poverty Committee Report relative to preparing an ordinance to establish the CLEH under the Civil, Human Rights and Equity Department(CHRED); and identifying the budgeting and staffing resources necessary for the establishment of a CLEH. Since that time, there has been no action on this Council File.

Unhoused people are the only people in Los Angeles who know exactly where to invest to best impact on homelessness, discuss real-life gaps in the current systems and policies and provide insights into the opportunities to improve the coordination of resources, care, and housing. However, we've never given them an opportunity to tell us, and if Council File 19-1020 expires on November 18, 2024 without any further action from the LA City Council, it is our fear that we never will.

The Board of the Mid-City Neighborhood Council (MINC) supports Council File 19-1020 and we implore the LA City Council to take immediate action to keep this Council File alive and to truly invest in bringing the CLEH to life. It will be a start on the long overdue process of reversing displacement on our streets and making progress in our city reaching its very best potential.

Thank you for your time and consideration.

Best Regards,
Mid City Neighborhood Council

¹ https://clkrep.lacity.org/onlinedocs/2019/19-1020_rpt_cla_03-20-22.pdf

² https://clkrep.lacity.org/onlinedocs/2019/19-1020_caf_11-22-22.pdf



clerk CIS <clerk.cis@lacity.org>

Your Community Impact Statement Submittal - Council File Number: 19-1020

LA City SNow <cityoflaprod@service-now.com>
 Reply-To: LA City SNow <cityoflaprod@service-now.com>
 To: Clerk.CIS@lacity.org
 Cc: lindsay.imber.sonc@gmail.com

Tue, Sep 10, 2024 at 11:32 AM

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***** This is an automated response, please DO NOT reply to this email. *****

Contact Information

Neighborhood Council: Sherman Oaks

Name: Lindsay Imber

Email: lindsay.imber.sonc@gmail.com

The Board approved this CIS by a vote of: Yea(12) Nay(2) Abstain(0) Ineligible(1) Recusal(0)

Date of NC Board Action: 09/09/2024

Type of NC Board Action: For

Impact Information

Date: 09/10/2024

Update to a Previous Input: No

Directed To: City Council and Committees

Council File Number: 19-1020

City Planning Number:

Agenda Date:

Item Number:

Summary: The Sherman Oaks Neighborhood Council (SONC) supports Council File 19-1020 which seeks to establish a Commission on Lived Experience with Homelessness, composed entirely of people who are currently, or have been in the recent past, homeless in Los Angeles. Considering the recent passage and multiple extensions of an Emergency Ordinance regarding the unhoused resident population, and the quickly approaching Council File deadline, this matter should be considered extremely urgent. We request that the Housing and Homelessness Committee Chair, Councilmember Raman of District 4 bring the item to City Council forthwith; and report back to SONC within 30 days.

Ref:MSG11070908



SONC CIS CF 19-1020.docx.pdf

127K



Sherman Oaks Neighborhood Council

Sherman Oaks Neighborhood Council (shermanoaksnc.org)

September 10, 2024

Los Angeles City Council and its Committees
Nithya Raman, Housing and Homelessness Committee Chair

For — [CF 19-1020](#). Commission on Lived Experience with Homelessness.

To City Council and Housing and Homelessness Committee Chair Nithya Raman,

The Sherman Oaks Neighborhood Council (SONC) in a 12-2 vote at its September 9, 2024 meeting adopted a position to support CF 19-1020. SONC requests Housing and Homelessness Committee Chair Nithya Raman bring this item to the City Council.

The motion is as follows:

The Sherman Oaks Neighborhood Council (SONC) supports Council File 19-1020 which seeks to establish a Commission on Lived Experience with Homelessness, composed entirely of people who are currently, or have been in the recent past, homeless in Los Angeles.

Considering the recent passage and multiple extensions of an Emergency Ordinance regarding the unhoused resident population, and the quickly approaching Council File deadline, this matter should be considered extremely urgent.

We request that the Housing and Homelessness Committee Chair, Councilmember Raman of District 4 bring the item to City Council forthwith; and report back to SONC within 30 days.

Thank you for your attention. If you have any questions, please feel free to contact me.

With Pride and Determination—

Lindsay Imber
President
Sherman Oaks Neighborhood Council
lindsay.imber.sonc@gmail.com

Item No. 9

Community Services Committee

**Funding Request - WHWCNC Booth - Dustin Troyan
Motor4Toys Charity Event**



PORSCHE

Porsche
Woodland Hills

PRESENTS

TWENTY FIRST ANNUAL

MOTOR 4 TOYS

CHARITY CAR SHOW & TOY DRIVE



SAVE

THE DATE

SUNDAY DEC. 8TH, 2024

BRING A TOY

Admission is one or more new, unwrapped toy(s) valuing \$20 or more, or a \$20 donation.

For more info. please visit: Motor4Toys.com

Item No. 10

Arts & Culture Committee

Funding Request - Holiday Lights

Holiday Lights Installation Funding Proposal

Created by the Arts and Culture Committee of the
Woodland Hills Warner Center Neighborhood Council

Executive Summary

The Arts and Culture Committee of the Woodland Hills Warner Center Neighborhood Council proposes a \$1,500 budget for creating a community lightscape. The project will utilize trees along Ventura Blvd, from Topanga Canyon Blvd to De Soto Ave, for the 2024 holiday season. This artistic light installation will serve as a significant outreach initiative.

Project Details

What: Solar lights on 95 trees (41 on the North, 54 on South); business placards

Where: Ventura Blvd (Topanga Canyon to De Soto)

When: Install 11/30/24; Ceremony 12/2/24; Remove 1/18/25

Who: Committee, board, volunteers, businesses, residents

Why: Public art, community spirit, showcase culture, outreach

Committee Approval and Next Steps

On 10/1/2024, the Arts and Culture Committee voted to submit a \$1,500 budget request to the WHWC board, demonstrating full support for the project's value.

Location Rationale

Ventura Blvd (Topanga Canyon to De Soto) chosen for high visibility, foot traffic, and community impact, benefiting businesses and residents.

Budget Breakdown

Cost breakdown in attached spreadsheet. Items to be purchased from Amazon or similar vendors.

Item	Quantity	Unit Price	Total Price
Solar-powered Lights	30	5.59	\$167.70
Solar-powered Lights	50	8.99	\$449.50
Solar-powered Lights	15	11.19	\$167.85
Placards	48	\$59.99	\$118.00
Supplies (zip ties, tape, cords)	N/A	N/A	\$100.00
Light Ceremony Expenses	N/A	N/A	\$250.00
TOTAL			\$1253.05 + 9.5% tax = \$1372.09

Holiday Lights Installation Funding Proposal

Created by the Arts and Culture Committee of the
Woodland Hills Warner Center Neighborhood Council

Screenshots of proposed items to purchase:

Subtotal **\$845⁰⁴**

Proceed to checkout (96 items)

Deselect all items



Anney Sign Holder 8.5 x 11, 24 Packs Sign Stand for Display, L Shape Plastic Crystal Clear Sign holder
100+ bought in past month

\$59⁹⁹

✓prime One-Day

FREE delivery **Tomorrow, Oct 5**

FREE Returns

In Stock

Item Shape: L-Shape-24 Pack



1



Delete

Save for later

Compare with similar items



Minetom Solar String Lights, 2 Packs Total 66Ft 200 LED Solar Fairy Light...
500+ bought in past month

20% off Limited time deal

\$11¹⁹ Typical price: \$13.99

✓prime Two-Day

FREE delivery **Sun, Oct 6**

FREE Returns

In Stock

Color: Warm White

Size: 2 Packs

Proceed to checkout (96 items)



Minetom Solar String Lights for Outside, 33Ft 100 LED Outdoor Solar...
3K+ bought in past month

20% off Limited time deal

\$5⁵⁹ Typical price: \$6.99

✓prime Two-Day

FREE delivery **Sun, Oct 6**

FREE Returns

In Stock

Color: Warm White

Size: 1 Pack

30

Delete

Save for later

Compare with similar items



Minetom Solar String Lights for Outside - 40 FT 100 LED Christmas...
1K+ bought in past month

\$8⁹⁹

Exclusive Prime price

✓prime Two-Day

FREE delivery **Sun, Oct 6**

FREE Returns

In Stock

Color: Warm White

Size: 40 FT

20% coupon will be applied at checkout.

Conditions apply

50

Delete

Save for later

Compare with similar items

Implementation:

- Community-driven installation/removal
- Volunteer ladders, professional safety oversight
- Business window placards

Holiday Lights Installation Funding Proposal

Created by the Arts and Culture Committee of the
Woodland Hills Warner Center Neighborhood Council

Impact:

- Fosters community spirit
- Showcases NC's commitment
- Supports local businesses
- Enhances area appeal

Arts and Culture:

- Creates public art display with lights
- Utilizes committee expertise
- Transforms area into cultural attraction

Light Ceremony:

Acknowledges NC purpose, committee vision, and special guests

Committee Members:

Masha Dowell (Chair), Reina Cerros McCaughey, Steve Sommers, Jayce Baron

Project enhances community vibrancy, promotes arts and businesses, fosters unity in central Woodland Hills.

Item No. 11

WHIP Committee

**Motion to Approve & Submit DRAFT CIS Opposing CF-
24-0867 Mandating Term Limits**

for NC Board Members & Youth Seats On All NC's

WHWCNC WHIP CIS regarding CF 24-0867

CIS Portal Summary for CF 24-0867:

The Woodland Hills - Warner Center Neighborhood Council strongly opposes the proposed changes in Council File CF-24-0867 regarding term limits for board members and mandatory youth seats. While we appreciate the intent to increase diversity and foster leadership growth, we believe these amendments would be detrimental to the effectiveness and stability of Neighborhood Councils. Term limits would exacerbate existing member retention issues and risk losing valuable institutional knowledge while existing youth seats often remain unfilled due to the time commitment required. We believe the motion's proposals address symptoms rather than underlying causes, which include insufficient funding and resources, lack of specialized support, and a fundamental skills gap in communication and public relations within DONE and supporting city departments. Unlike City Council members, NC Board members have no trained staff to guide them. Instead of mandating counterproductive bylaws changes, we urge the City to increase funding for Neighborhood Councils and DONE, enhance DONE support with comprehensive training and resources, provide better technology and communication tools, streamline administrative processes, facilitate inter-council collaboration, address the skills gap by providing specialized training and hiring communication professionals, and implement alternative programs such as mentorship, leadership workshops, and youth advisory committees. We propose alternatives like structured mentorship programs, targeted outreach initiatives, flexible participation options, youth advisory committees, and collaboration with schools on civic education to foster engagement and diversity organically. In conclusion, we strongly urge the City Council to reject the proposed bylaws changes and instead work with Neighborhood Councils to develop solutions addressing our real needs and challenges. By focusing on improved support, resources, and skill development, we can strengthen the Neighborhood Council system and enhance its ability to serve our communities effectively.

Draft CF 24-0867 Community Impact Statement

The Woodland Hills Issues and Policies Committee recommends the Board of the Woodland Hills – Warner Center Neighborhood Council issue the following community Impact Statement:

Re: Council File CF-24-0867 - Neighborhood Council Bylaws / Youth Participation / Diversity Increase / Leadership Growth

The Woodland Hills - Warner Center Neighborhood Council strongly opposes the proposed changes to Neighborhood Council bylaws as outlined in Council File CF-24-0867. While we appreciate the intent to increase diversity and foster leadership growth, we believe the suggested amendments would be detrimental to the effectiveness and stability of Neighborhood Councils.

The City Council motion proposes two main changes:

- 1. Implementing term limits for Neighborhood Council Board members.*
- 2. Mandating a designated youth seat on each Neighborhood Council Board.*

We respectfully disagree with both proposals for the following reasons:

Regarding Term Limits:

- 1. Many Neighborhood Councils already need help with member retention. Implementing term limits would exacerbate this problem.*
- 2. Long-serving board members possess valuable institutional knowledge crucial for the effective operation of Neighborhood Councils. Forcing these experienced members to step down would significantly impair our ability to function efficiently. Unlike other city boards, commissions and the City Council, Neighborhood Councils do not have experienced staff to guide them.*
- 3. The natural turnover of board members already provides opportunities for new leadership without the need for mandated term limits. The reality is that turnover is currently excessive.*

Regarding Mandatory Youth Seats:

- 1. Many Neighborhood Councils, including ours, already have provisions for youth representation on their boards. However, these seats often remain vacant, affecting the quorum needed for meetings.*
- 2. The time commitment required for active participation in a Neighborhood Council is substantial and often incompatible with the schedules and responsibilities of high school students.*
- 3. In our experience, when youth members do join, they frequently struggle to maintain regular attendance at board and committee meetings. This is true, especially for high school juniors and seniors engaged in college applications and testing preparation. Many younger youths are dependent on their parents for transportation.*
- 4. Mandating special category seats can be problematic as not all NCs have high schools or schools beyond high school.*
- 5. We lose many adult potential board members when they learn of the many hours of training required to complete the mandated training modules. We have not been able to fill our vacant youth seat since additional hours of training have been mandated for board participation.*

Addressing the Root Cause:

The proposed changes in Council File CF-24-0867 attempt to address symptoms rather than the underlying causes of challenges faced by Neighborhood Councils. Many of the issues this motion aims to solve could be more effectively addressed through improved support from the Department of Neighborhood Empowerment (DONE) and increased funding for Neighborhood Councils.

Key Issues:

- 1. Insufficient funding and resources for Neighborhood Councils and DONE.*
- 2. Lack of specialized support in crucial areas such as marketing, community outreach, and stakeholder engagement.*
- 3. A fundamental skills gap in communication and public relations within DONE and other supporting city departments*

Addressing the Fundamental Skills Gap:

Neighborhood Councils require advanced communication, marketing, and community outreach skills to effectively engage diverse community members, attract and retain board members, publicize initiatives and meetings, and build stakeholder relationships. However, civil servants, including those tasked with supporting Neighborhood Councils, often must be trained in these crucial areas.

This skills gap results in the following:

- 1. Ineffective outreach strategies*
- 2. Difficulty in attracting new and diverse board members*
- 3. Low community awareness and participation in Neighborhood Council activities*
- 4. Challenges in communicating the value and impact of Neighborhood Councils*

Recommendations:

Instead of changing bylaws, we urge the City Council to:

- 1. Increase Funding:** Allocate more resources to DONE and Neighborhood Councils to implement programs necessary to increase diversity, foster leadership growth, and engage youth.
- 2. Enhance DONE Support:** Empower and fund DONE to provide more comprehensive support, including:
 - a. Regular training sessions on board member recruitment and retention.
 - b. Resources for community outreach and engagement.
 - c. Administrative support to reduce the burden on volunteer board members.
 - d. Assistance with succession planning and knowledge transfer.
- 3. Provide Technology and Communication Tools:** Equip Neighborhood Councils with better technology and communication tools to facilitate more efficient operations and broader community engagement.
- 4. Streamline Processes:** Simplify administrative processes to reduce the time burden on board members and make it easier for diverse community members, including youth, to participate.
- 5. Facilitate Inter-Council Collaboration:** Create more opportunities for Neighborhood Councils to share best practices and collaborate on solving common challenges.
- 6. Address the Skills Gap:**
 - a. Provide specialized marketing, public relations, and community engagement training for DONE staff.
 - b. Hire communication and marketing professionals to support Neighborhood Councils.
 - c. Offer workshops and resources on effective communication strategies for Neighborhood Council board members.
 - d. Develop a centralized marketing and outreach resource center for all Neighborhood Councils.

7. Implement Alternative Programs:

- a. Structured mentorship programs within Neighborhood Councils.
- b. Leadership development workshops.
- c. Targeted outreach initiatives for underrepresented communities.
- d. Flexible participation options, such as project-based volunteer opportunities.
- e. Youth Advisory Committees and internship programs.
- f. Collaboration with schools on civic education initiatives.
- g. Formal succession planning processes.
- h. Board member evaluation systems.
- i. Tiered leadership structures within boards.

Conclusion:

The Woodland Hills - Warner Center Neighborhood Council strongly opposes the proposed changes in Council File CF-24-0867 regarding term limits and mandatory youth seats. These measures would be detrimental to the stability and effectiveness of Neighborhood Councils.

By focusing on the areas outlined in our recommendations, the City can empower Neighborhood Councils to increase diversity naturally, engage youth, and develop leadership. This approach would be far more effective than imposing term limits or mandatory board positions, which risk depleting our councils of experienced members and institutional knowledge.

We urge the City Council to reject the proposed bylaws changes and instead work with Neighborhood Councils to develop solutions that address our real needs and challenges. Together, we can strengthen the Neighborhood Council system and enhance its ability to serve our communities effectively.

WHIP Vote 8/21/24: Yes;3, Kline, Steurer, Williams Absent; 2 Haber, Waltrip